

eliminating racism
empowering women

ywca

Greater Lafayette

YWCA Greater Lafayette

605 N. 6th St.

Lafayette, IN 47901

P 765.742.0075

ywcalafayette.org

Job Description

Finance Manager

Be part of our mission.

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

Position Summary

The person in this position is responsible for facilitating day to day business and financial functions of the organization. The successful candidate will have a strong command of QuickBooks, significant finance and accounting experience, be detail oriented and highly organized.

Relationships

Accountable to the Chief Financial Officer. Maintains contact with CEO, CPO, director level staff and other members of the finance team.

Essential Skills

- Proficiency in QuickBooks, including all typical accounting transactions, GL management, budgeting and reporting.
- Experienced and proficient in Microsoft Office 365 including Excel, Outlook and Word.
- Accurate, organized and detail-oriented with ability to work under pressure and shift priorities in response to changing needs.
- Strong time management skills, ability to take initiative to solve problems and work with minimum supervision.
- Proven ability to successfully manage and execute multiple priorities simultaneously.
- Strong customer service skills with the ability to work with all levels of the organization and external stakeholders.
- Ability to work independently and in a team environment.
- Strong written and verbal communication skills.
- Regular and reliable attendance.
- Ability to exercise independent judgment and discretion when handling confidential or sensitive matters.

Key Responsibilities

- Accounting/Business Office Functions
- Accounts Payable including invoice entry, check writing and account maintenance and follow-up
- Accounts Receivable including invoice entry, monthly invoicing, account maintenance and follow-up
- Deposits including entry and delivery to bank; entry of online revenue receipts from Luminate, Intuit, Stripe and other platforms; and check writing
- Payroll processing and maintenance
- Human Resources compliance and support
- Account reconciliations

- Assist CFO with monthly reporting and annual audit documentation
- Serve as back-up for front desk
- Additional duties as assigned

Grant Functions

- Management of documentation for grant claims including printing and organizing all grant-related receipts and information.
- Data entry for grant claims.
- Management of grant claims, reports and applications.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Education/Experience

- Bachelor's Degree in accounting, finance or a related field highly desired.
- A minimum of 3-5 years of progressively responsible experience in an accounting/bookkeeping role.
- A combination of education and relevant experience may be considered.
- Nonprofit and grant experience highly desired.

To Apply: Please send a resume and thoughtful cover letter in Word format that includes how your skills and experience meet the qualifications of the position, as well as a salary history to Melissa Martin, CFO at mmartin@ywcalafayette.org. Please type FINANCE MANAGER in the subject line. Applications must be received by close of business on Friday, January 29, 2021.

YWCA offers a salary and benefits package commensurate with experience and skills. YWCA is an equal opportunity, affirmative action employer, highly committed to diversity and a workplace environment that respects, appreciates and values employees from all backgrounds; candidates of color strongly encouraged to apply.

A criminal conviction background check is requirement for employment in this position.