

Martin Enterprises

6003 West Main Street
Williamston, NC 27892
(252) 792-8251

JOB POSTING

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DATE OF POSTING 08-26-2021

ALL APPLICANTS WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION BY: 09-10-2021

POSITION TITLE: Finance Manager

REPORTS TO: Executive Director

SUMMARY: Apply principles of accounting to analyze financial data and prepare financial reports for a nonprofit 501(c)(3) organization
Plan, organize, and control financial activities of the program

DUTIES AND RESPONSIBILITIES:

Determine accounting needs and develop, maintain, or change the related budgeting, cost, general, property, and tax accounting systems

Analyze current operations and trends to project future revenues and expenses

Plan and implement new operating procedures to improve efficiency and reduce costs

Arrange and manage various audits of program financial accounts

Process AR, AP, and biweekly and monthly payrolls

Prepare monthly financial reports and future projections

Monitor for fraud prevention for all funds and transactions

Ensures the completeness and accuracy of all financial transactions

Conducts and attends meetings as scheduled with staff, other departments, and outside organizations as appropriate

Makes sure financial activities satisfactorily meet accreditation requirements

Supervises the administrative assistant and billing specialist

JOB REQUIREMENTS: Excellent oral and written communication skills required

Need to have strong planning and organizational skills as well as good analytical, decision-making, and problem-solving skills

Must have strong computer skills utilizing MS Office and the ability to quickly become proficient in job specific software (CYMA and others)

MINIMUM QUALIFICATIONS: Must have a four year college degree in accounting and three years experience in financial management.

CPA certification is a plus. Two years experience in personnel supervision preferred.

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ESSENTIAL FUNCTIONS: Monitor and maintain all financial systems and relative transactions and reporting

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FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT: debbiebunn@martinenterprises.org, or see website at martinenterprises.org for job description and application form
