



POSITION DESCRIPTION

Last Updated:	January 2025
Position Title:	Manager, Finance
Reports To:	Senior Director, Finance
Work Location:	Remote, but within the Washington, D.C. area.
Classification:	Part-Time, Hourly
FLSA classification:	Non-Exempt
Starting Rate Range:	\$32.63 - \$35.33 per hour, <i>estimated 20 hours a week</i>

PURPOSE

The Manager, Finance implements NCS D's financial efforts and is a member of the Finance and Administration team. This position is responsible for supporting all aspects of NCS D nonprofit financial accounting, grant accounting and compliance, and contracts. The position also supports the annual audit and the 990-tax return as well as the budget process. Together with the Senior Director, Finance, the Manager, Finance prepares invoices, monthly reports, regular accounting entries, and works to support the rest of the senior team in financial accounting responsibilities in specific program areas.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Full cycle accounting responsibilities
- Accounts Receivable & Cash Management:
 - Daily – Log into NCS D's various financial portals to note lockbox, electronic deposits and credit card deposits. Prepare appropriate journal entries for review by Senior Director, Finance. Copy remittance to appropriate program officers. Save supporting documents to facilitate annual audit and grant reporting.
 - Weekly – physically go into NCS D's DC office to review mail. Sort and scan to intended individuals. Deposit any checks into NCS D's branch bank location.
 - Biweekly – After posting payroll, prepare grant invoices for restrictive grants for review by Senior Director, Finance and appropriate program officers.
 - Monthly – Bank reconciliations and any required entries.
- Accounts Payable and Disbursements:
 - Daily – review invoices received and scan into bill.com. Prepare initial coding and approval distribution list. Note related budget line in remarks.
 - Weekly – Review credit card disbursements and update staff members for missing invoices/coding.
- Manages the monthly closing process for the organization with multiple cost centers and restrictive grants.
 - Book accruals and other required month end entries.
 - Work with department heads to resolve their inquiries about changes to their programs.
- Prepares initial monthly, quarterly, and yearly financial reports, and grants financial reports for review by senior director of finance
- Prepares annual dues billing and maintains highly accurate records for dues payments.

- Works closely with Senior Manger Human Resources on payroll and benefits matters.
- Interfaces with current outside accounting firm on transitioning many of the accounting functions in house.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor’s degree required, with major in business, accounting or finance strongly preferred; CPA a plus but not required
- At least two (2) years’ accounting experience, ideally in a non-profit environment
- Demonstrated high level of proficiency with Excel
- Experience using Intacct and Bill.com, or similar systems required.
- Ability to work independently
- Prior supervisory experience is not required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Demonstrated analytical ability and systems thinking and attention to details, especially with financial data.
- Familiarity with accounting software and other data management platforms.
- Ability to multi-task, define priorities, and manage time effectively.
- Ability to think creatively and problem solve, in a team environment.
- Ability to communicate clearly, especially when discussing accounting matters with program staff leaders.

PHYSICAL DEMANDS

- While performing the duties of this position, the employee is regularly required to communicate and converse with employees in the English language.
- The employee must be able to remain in a stationary position 50 percent of the time.
- The employee must be able to operate a computer and phone for extended periods of time.
- Local travel within Washington DC is required 10% of the time.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this title. This description should not be construed as an exhaustive list of all responsibilities, duties, and skills required of incumbents holding the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as organizational needs dictate. Further neither this description, nor completion of tasks associated with this title should be construed as a contract of employment. All employees of NCSD are employed at will.

Manager, Finance

Senior Director, Finance