



Financial Manager - Full Time

Qualifications

- Experience: QuickBooks and ADP, 2 years (Preferred)
- Education: B.A. in finance, accounting, economics, or business administration (Preferred)
- Work authorization: United States (Required)

Full Job Description

Under the supervision of the Executive Director, the financial manager will be responsible for all aspects of fiscal account management and provides support to effective human resource practices within the organization. Duties include account of entry (payable and receivable); entering and accounting for income and expenses; invoicing for childcare; payroll; billing for all programs including larger grants; maintaining detailed financial records and ensuring financial controls. This position also provides support to the Executive Director in Human Resources by supporting the hiring process of new employees, maintaining employee files, and supporting a positive organizational culture through employee recognition and morale building.

Qualifications / Knowledge / - Essential:

- B.A. in finance, accounting, economics, business administration or related field or Associates Degree with experience (Required)
- 2+ years working in field (Preferred).
- Proficiency in MS Office Applications (Word, Outlook, Excel)
- Highly proficient in the use of QuickBooks and ADP
- Basic understanding of federal and state employment laws/practices

Skills / Experience

- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Experience in providing financial oversight.
- Experience with preparing and revising budgets.
- Experience with preparing for and undergoing a financial audit.
- Experience running financial reports and budget forecasting.
- Working knowledge of all aspects of entering and distributing payroll.
- Ability to work collaboratively in a multi-disciplined environment.
- Excellent written and verbal communications skills
- Creative, outgoing team player with the ability to adapt quickly to changing needs and priorities
- Strong time management skills
- Ability to work with a diverse population



- Must be detailed oriented and highly organized

Additionally, qualified candidates must pass a background check, child abuse clearance and Federal FBI clearance. Qualified candidates must be able to pass a health examination and deemed physically fit to fill the position.

East End United Community Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit resume and cover letter to East End United Community Center's Interim Executive Director, **Steve Strange** at sstrange@eeucc.org.