Job Title: Finance Manager  
FSLA Status: Full-time, Exempt  
Date Last Reviewed: April 3, 2023

Position Summary
The Finance Manager is responsible for all accounting duties for Longmont Humane Society. With limited direction and a thorough understanding of accounting principles, this role assists in managing the accounting workflow, providing accounting direction and analytical support as needed. This includes providing direction and acting as a resource to ensure complete, accurate, and timely work. The Finance Manager implements internal control procedures that safeguard the organization and complies with Federal, State and Local regulations. This position reports to the Chief Executive Officer.

Essential Duties and Responsibilities
• Ensure all accounting duties are completed on a monthly basis (including, but not limited to, G/L, A/P, A/R, balance sheet reconciliations and bank reconciliations)
• Direct budget process by working closely with the senior management team to prepare annual budgets
• Assures GAAP compliance and adequate matching of expenses and revenues by making all necessary accrual and reversal entries into the general ledger
• Prepare monthly, quarterly and annual sales tax filings for various jurisdictions
• Ensure that financial reporting requirements of external funding sources and regulatory agencies are met
• Prepare monthly financial statements and year-end financial statements
• Reconcile fundraising database to accounting records monthly
• Calculate cost of goods sold for retail store and public clinic monthly
• Direct financial planning and investment strategies
• Monitor the budget monthly and provide updates to senior management team for each of their departments
• Accurately prepare documents for annual audit and 990 tax return in a timely manner
• Accurately prepare and submit annual property tax exemption form and quarterly raffle reports as required by the State of Colorado

Job Qualifications
Education and Experience:
• Bachelor’s degree in Accounting or related field
• Active Certified Public Accountant (CPA) preferred
• A minimum of 2 years of accounting experience with a non-profit organization
• Proficiency with QuickBooks and Bill.com
• Experience creating and managing a budget

Knowledge, Skills and Abilities:
• Knowledge of nonprofit accounting practices.
• Advanced computer skills, including Microsoft Excel and Word.
• Demonstrated excellent verbal and written communication skills.
• Excellent interpersonal communication and public speaking skills.
• Great attention to detail to ensure integrity and accuracy of all financial and administration data.
• Ability to accomplish work in order of priority and meet deadlines.
• Ability to professionally maintain composure and effectiveness under pressure and changing conditions.
• Ability to work independently with little supervision.