

FINANCE MANAGER

The **Financial Manager** supports all business units within Maine Manufacturing Extension Partnership (MEP), a 501 (c)(3), and directly reports to the President. The Financial Manager assists in the administrative and financial management of Maine MEP primarily by:

- Understanding of Generally Accepted Accounting Principles (GAAP), including accounting and financial reporting specific to nonprofit organizations.
- Understanding of 2 CFR (Code of Federal Regulations) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Assisting the President in the oversight of accounting and administrative tasks, budget management.
- Conferring regularly with President to coordinate and prioritize planning and budget issues. Responsible for the development, implementation, and maintenance of a financial dashboard for center leadership.
- Managing accounts receivables/accounts payables and assisting in the oversight of financial and accounting system controls and standards, and delegating when appropriate.
- Managing the reporting process for federal grant funding partners and meeting required reporting deadlines, and delegating when appropriate.
- Managing the reporting and reconciliation of project expenses and related revenue generation, and perform daily accounting tasks such as, but not limited to, preparing client invoices and processing payments, and delegating when appropriate.
- Generating ad hoc financial reports upon request using standardized report templates.
- Preparing specialized databases, log and maintain information and prepare a variety of reports for federal requirements and other internal and external needs.
- Leading in the development and implementation of Sub-Recipient Agreement (SRA) and Third-Party Contributor Agreement (TPC) In-Kind Contribution budgets. Insuring SRA and TPC budgets are in compliance with regulatory requirements. Assisting SRA and TPC partners in the development of their reporting models and provide training on compliance requirements.
- Facilitating yearly spot-audit for the SRA and TPC agreements.
- Providing timely reimbursement to employees.
- Preparing the month-end reconciliation, budget oversight, contract processing and miscellaneous reports.
- Preparing and presenting the quarterly financial report to the Finance Committee and the Board of Directors.
- Performing a variety of accounting, financials and administrative related functions.
- Coordinating with CPA to facilitate annual audit report and 990 filing.
- Performing management duties in conjunction with Insperity, the Center's payroll, benefits and human resources administrator.

Characteristic Duties and Responsibilities

- Excellent analytical, organizational and project management skills
- Self-directed, motivated individual with strong work ethic
- Ability to work well with others in a team environment to achieve Center goals and objectives
- Dependable and adaptable to flexible work hours

Minimum Qualifications

- Bachelor degree in accounting or minimum of 12 years of accounting experience and/or equivalent certifications
- Experience in dealing with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards desirable
- Experience in financial management with increasing responsibilities for multi-faceted direction and planning
- Proficiency in basic accounting concepts including: accounts payable, accounts receivable, journal entries, bank reconciliation, monthly financial reports, financial reporting formatting, and year-end audit procedures
- Expertise in understanding of the complexities of grant accounting including in-kind match to meet all federal reporting requirements
- Ability to execute spot-audits
- Experience in non-profit accounting desirable.
- Knowledge of payroll, benefits and insurance
- Highly proficient in Quick Books and Microsoft Excel. Demonstrated ability and familiarity with Microsoft Word and Lotus Notes