



230 East Ohio Street Suite 500 Chicago Illinois 60611 **844.TalkPFF** | **844.825.5735** PHONE  
**866.587.9158** FAX

**TITLE:** Manager, Finance

**REPORTING RELATIONSHIP:** VP, Finance

**JOB LOCATION:** Based in Chicago office

**TRAVEL REQUIREMENTS:** Occasional travel expected to support key Foundation initiatives and events. Current travel has been suspended.

**PRIMARY ROLE:** The Finance Manager is responsible for the efforts, results, and success of the organization's Finance Department. Professional knowledge of all accounting, financial, and business principles is critical.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

There are six major duties and responsibilities in the role of the Finance Manager

- Fiscal operations and internal controls;
- Grant financial management;
- Organizational budgeting and forecasting;
- Financial reporting;
- Annual audit;
- Annual Form 990;

Expanded description of each of them are outlined below.

**Fiscal Operations and Internal Controls:**

- Directly supervise Finance Team and provide oversight of all day-to-day financial operations, including payroll, billing, general ledger management, accounting, accounts payable, accounts receivable, financial reporting, etc.
- Assure adherence to monthly accounting cycles, and support Finance Team to meet deadlines.
- Monitor cash flow and manage cash balances, accounts, and other financial transactions. Update and oversee adherence to financial policies and procedures Foundation wide.
- Conform to U.S. GAAP and assure operations, policies and practices complies with federal, state and city statutory regulations and legislation.
- Review existing accounting and financial controls and legal compliance processes and make necessary improvements to minimize financial risk.
- Hire, train and develop employees who will be an asset to the Finance Department with support from Human Resources.

## **Grant Financial Management:**

- Develop tools and work in partnership with Programs to track and assure timely expenditure of funds to maximize grant utilization.
- Develop and monitor funder budgets to maximize utilization of grant funding.
- Oversee submission of monthly, quarterly and annual reporting to public and private funders.
- Assure controls are in place to identify and track eligible expenses.
- Oversee and manage successful completion of audits by funders, as needed.
- Oversee and manage funder requirements and regulations as they affect PFF's fiscal operations.
- Understand and train staff on expense eligibility and fiscal compliance of funders.
- Work in collaboration with Leadership and Management Teams to assess new funding opportunities and develop budgets and forecasts as needed to assess fiscal feasibility of and apply for new funding sources.

## **Cf[ Ub]nU]cbU`6 i X[ Yh]b[ `UbX': cfYWUgh]b[ .**

- Spearhead development of annual organizational budget, working collaboratively with the Leadership Team, VP-Finance and various departments to develop a comprehensive budget.
- Develop cash flow budgets and projections, working with VP, Finance to address risk.
- Interpret complex financial information and provide updates, forecasts and information as needed.

## **: ]bUbWU`FYdcfh]b[ .**

- Develop and review monthly financial statements.
- Prepare official reports on a monthly and annual basis.
- Provide financial reports to departments and Leadership Team to support and oversee their adherence of department and funder budgets.
- Develop timely organizational financial statements for Board of Directors.
- Manage finance department budget.

## **5 bbi U`5 i X]h**

- Manage the annual audit to ensure a clean audit opinion on the organization's financial statements.
- Work collaboratively with the Finance Team and other departments to successfully complete audit, and meet organizational and funder deadlines.

## **HU Yg.**

- Work collaboratively with the Finance Team and other departments to successfully complete the Form 990.

**POSITION QUALIFICATIONS:**

- Minimum of Bachelor's Degree in accounting
- CPA is desirable, if not obtained, should be CPA eligible
- Strong understanding and ability to implement U.S. GAAP
- Minimum of three to five (3-5) years of experience in non-profit accounting
- Previous management experience of three to five (3-5) years
- Experience with Abila or other robust financial systems
- Advanced Microsoft Excel skills
- Strong organizational skills with attention to detail and ability to multi-task; exceptional oral and written communication proficiency
- Capacity to establish and maintain constructive business relationships with internal and external customers while maintaining integrity and confidentiality
- Ability to analyze and successfully resolve a broad spectrum of issues