



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

Finance Manager

Job Description

Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. ***EducationWorks creates Opportunities for Learning and Skills for Life.***

Position Summary

The Finance Manager will be responsible for the primary financial functions including weekly and monthly accounting functions such as accounts payable and receivable posting, check printing, deposit posting, cash management, payroll processing and human resource management. Additional responsibilities may include resolving vendor issues, performing maintenance of various supporting schedules, and grant reporting. The work is varied and fast-paced, with some flexibility and time management required. The Finance Manager will provide financial support to the Leadership Team and will report to both the President/CEO and our outside Finance Consultant, serving as the CFO.

Duties and Responsibilities

Accounts Payable

- Enter bills, pay bills, co-ordinate the timing and organization of disbursements
- Record W-9 information and prepare 1099s at year-end, as well as distribute 1099s to recipients and IRS
- Reconcile monthly credit card statements and enter activity into General Ledger; Follow up with all cardholders on accountability for purchases made

Accounts Receivable

- Prepare and submit grant and contract invoices and record in General Ledger
- Record accounts receivable payments into General Ledger

Banking

- Record bank deposits into General Ledger
- Record bank transfers into General Ledger

Payroll

- Oversee bi-weekly payroll process
- Record payroll entry into General Ledger



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Business Management

- Prepare staff ad hoc reports as requested by management team
- Assist in preparing information for Annual Audit conducted by Independent Accounting Firm
- Review documents for retention per organization Document Retention Policy and rotate files from allotted spaces
- Track vendor's Insurance Certificates, for Worker's Compensation and follow up on needed certificates.
- Assist with commercial insurance renewal
- Other general administrative duties as assigned

Qualifications

- Commitment to the mission of the EducationWorks
- Strong writing and strategic thinking skills
- Strong communication skills; comfortable representing the organization in meetings and larger venues
- Excellent interpersonal skills and desire to work as part of a team
- Ability to work independently, solve problems and be flexible
- Willingness and desire to participate in unexpected projects
- Excellent organizational skills and attention to details; proven competence with collection and management of documentation and paperwork
- Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations
- Comprehensive computer programming (Microsoft Word and Excel) and data reporting
- Experience with Microsoft Office Suite 365, Google Products (Hangout, Docs, etc.), , Abila MIP, and other accounting systems

Education and Experience

- Bachelor's degree required, with advanced accounting required
- General accounting knowledge required, non-profit account knowledge preferred, but not required
- Grant management experience a plus

Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver's license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector
- Must be able to lift up to 20 lbs

Application Instructions

Email resume and cover letter to applications@educationworks.org

