



Finance Manager Job Description

JOB DESCRIPTION

The Finance Manager will work directly with the ESM team, as well as facility General Managers in all facets of Finance.

Finance: Responsible for the management of the organization's financial and accounting policies. This includes, but is not limited to systems and processes, tax and regulatory requirements, payroll systems and processes, ongoing financial modeling and budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Finance Manager is responsible for performing the following duties personally or through subordinate staff:

Responsibilities

Keeps records of financial transactions for establishment. Responsible for various functions in accounting, including compiling payroll data, processing employee benefits, reconciling cash and credit card receipts from transactions. Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

- Manage the financial resources of the organization
 - Accounts Receivable – Reconciling Daily/Monthly Revenue Reports & Bank Statements, Bank Deposits
 - Accounts Payable – Invoices, Credit Cards
 - Supports Payroll – Timesheets, Deductions, Wage Garnishments, etc.
- Codes data for input to financial data processing system according to company procedures
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in accounting software from documents such as sales slips, invoices, receipts, check stubs, and computer printouts
- Prepares invoices, checks, account statements, reports, and other records, and reviews for accuracy
- Manage daily deposits in conjunction with daily sales reports
- Reconciles and balances accounts
- Manages vendor relationships including debt payback schedules, collection schedules, etc.
- Monitors loans and accounts payable and receivable to ensure that payments are up to date
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business
- Audits invoices against purchase orders, researches discrepancies, and approves for payment
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills
- Computes and records refunds
- Prorates expenses to be debited or credited to each department for cost accounting records
- Prepares periodic reports of earnings, taxes, and deductions
- Maintains records of all billings for auditing purposes
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services
- Conduct Financial Resource planning for current and future needs
- Enforces the organization's financial policies and procedures

- Monitors the preparation of the financial budget and enters approved budget into financial software
- Prepares and supervises financial reports in cooperation with all other departments
- Prepares and issues end-of-year child care expense statements
- Manage organizational cash flow and forecasting
- Prepares financial reports for ESM staff and General Managers to help them manage the businesses.

Requirements

- Knowledge of bookkeeping standard practices and policies
- 3 years experience
- Small business A/R and A/P experience
- Bachelor's degree in accounting, public administration, business administration, or a related field that includes a minimum of 12 credit course hours in accounting, plus one year of professional accounting and financial processing experience using automated accounting systems.
Substitution: Additional qualifying experience may substitute for the education requirement on a year-for-year basis.
- Proficiency in Excel and working with excel spreadsheets
- Basic financial management and cash handling skills
- Superior organizational ability
- Strong working knowledge with QuickBooks online and familiar with POS
- Responsible with a high attention to detail

Managerial Tasks

- Knowledge of & respect for Eastern Sports Management Mission
- Knowledge of the rules and regulations of ESM, including its Personnel Handbook, and abide by them
- Perform other duties and responsibilities as needed, required, or assigned by ESM President as well as Vice Presidents