



Job Description
Finance Manager
40 hours a week, exempt

Are you a change agent that wants to make a difference in the community? Do you enjoy community revitalization, strategic planning and problem solving? Are you able to build rapport, convey a mission and mobilize resources for community impact? If YES, Pocono Mountains United Way is the place for you!

Organization's Mission:

Pocono Mountains United Way engages and mobilizes resources to improve lives through accelerated community change.

Job Title: Finance Manager

Reporting to: President/CEO

Department: Finance

**Exempt OR
Non-Exempt:** Exempt

Salary: \$60,000.00 - \$65,000.00

Benefits: \$600/month for medical, dental, and vision insurance
20 PTO days
12 Paid holidays
%5 SEP employer contribution in 13th month of employment

Work Schedule: Full-time. Core Hours of Monday-Friday, 8:30 a.m. to 5:00 p.m.
Must be able to work a flexible schedule with the possibility of some early morning, evening, and weekend work.

Responsibilities:

- Prepares highly complex journal entries for entry into the general ledger system on a monthly basis by collecting necessary data, analyzing and/or allocating costs and preparing audit train support for the journal entries.
- Extensive tracking of program revenue and expense using diverse classing system
- Analyzes general ledger accounts for accuracy; analyzes accrual accounts to ensure proper accruals.
- Collects and analyzes financial data and prepares monthly combined financial statements and reports. Performs additional analysis for explanatory text required for reports and statement. Coordinates preparation of monthly financial package and reviews for accuracy.

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- Participates in monthly financial meetings for discussion and review of monthly financial reports.
- Assists with the preparation of year-end closings. Prepares annual long-term and short-term financial statements in compliance with accounting guidelines and U.S. GAAP. Assists in the preparation of working papers for annual audit.
- Provides expertise and guidance to other team members for proper internal and external financial accounting procedures and their application.
- Assists with the preparation of annual budgets, updates, and strategic plans for assigned areas. Coordinates preparation of monthly combining entries to combine financial results.
- Prepares quarterly consolidation reports.
- Assists with the maintenance and application of internal controls.
- Prepares highly advanced financial reports in a timely and accurate manner; and completes individual analytical projects in a satisfactory manner given abstract project guidelines.
- Assists departmental managers/directors with supervision of other clerical and professional staff of the department as required.

Education

- Bachelor's Degree (accredited) in Accounting or in lieu of degree, High School Diploma or GED (accredited) and four years of relevant work experience.
- Experience: four years of relevant work experience. (non-profit preferred)

Skills / Experience

- Expert accounting, accounts payable, and/or accounts receivable experience
- Experience with QuickBooks desktop
- Experience with preparing Financial Models
- Advanced Microsoft Excel knowledge
- Ability to communicate effectively with Team and Business Partners

A resume and cover letter should be submitted to:
Michael Tukeva, Michael@PoconoUnitedWay.org

Pocono Mountains United Way is an Equal Employment Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual orientation or disability.

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