Women Organized to Respond to Life-threatening Diseases

JOB DESCRIPTION
Finance Manager
FLSA Status: Exempt

Division:	WORLD
Department:	WORLD
Supervisor Title:	Interim Executive Director
Prepared By:	Denise Jones, Operation Manager
Created/Last Revision Date:	January 21, 2019
Approved By:	Carla Dillard Smith, Interim Executive Director

The Finance Manager is responsible for leading, implementing and integrating the Mission and Core Values of WORLD as well as AHF's Management Philosophy in the leadership of the programs within and outside WORLD and AIDS Healthcare Foundation.

The Finance Manager will be responsible for accounting and financial functions of WORLD, identifies problem areas and provides recommended solutions. The Finance Manager monitors grant requirements and works with auditors and advises the Interim Executive Director of financial conditions and prepares and analyzes financial statements and budgetary reports. Candidate must have audit experience and experience in working with non-profit accounting.

Essential Duties & Responsibilities
Includes the following. Other duties may be assigned.

- Bookkeeping / Accounting via Quickbooks**.**
- Monthly invoicing for contracts /grants.
- Monthly cash flow update.
- Statement of position (Balance Sheet).
- Statement of activities (P&L).
- Finance dashboard (Budget vs Actual).
- Assist with preparation of annual budget as needed.

- Create organization/project budgets for grant proposal and reports (WORLD will provide a schedule of due dates at least 2 weeks ahead of time if possible).
- Support audit process.
- Ensure an effective system of internal controls is in place.
- Ongoing communication regarding upcoming grant proposal and reports.
- Weekly meeting with the Interim Executive Director.
- Other duties may be assigned.

Participation in Meetings/Committees
Attends meetings as assigned and /or requested by supervisor.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
A bachelor's degree in finance, business administration or accounting, Experience with non –profits grants and budget a must.

Computer/Software Skills & Abilities
To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, Power Point, QuickBooks, and Adobe Acrobat Reader.

Other Skills & Abilities/Qualifications
- Sensitivity to issues surrounding HIV and AIDS.
- Ability to work as a team player.
- Strong attention to detail.
- Excellent interpersonal skills.
- Able to work independently and follow established protocols.
- Ability to work with diverse populations.
- Sensitivity to multi-cultural and lifestyle issues.
- Strong organizational/prioritizing skills in a rapidly changing environment.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
ACTIVITY	**None**	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			*	
Walk		*		
Sit			*	
Use hands to finger, handle, or feel				*
Reach with hands and arms				*
Climb or balance	*			
Stoop, kneel, crouch or crawl		*		

	AMOUNT OF TIME			
LIFTING/CARRYING	**None**	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		*		
Up to 25 pounds		*		
Up to 50 pounds	*			
Up to 100 pounds	*			
More than 100 pounds	*			

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Fumes or airborne particles	*			
Toxic or caustic chemicals	*			
Outdoor weather conditions	*			
Risk of electrical shock	*			

Employee's Acknowledgement

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Employee Signature	Date