



FINANCE MANAGER

JOB SUMMARY:

Ensures accurate accounting records for receipts and/or disbursements within Cornucopia, Inc. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports, in accordance with Generally Accepted Accounting Principles (GAAP). Directly reports to the Chief Executive Officer.

MINIMUM JOB QUALIFICATIONS:

Must possess an Accounting Degree. Must have at least (5) years of accounting experience including bookkeeping experience; computer skills with working knowledge of ADP; MAC; Microsoft Office and Google Chrome. Must be proficient in Quickbooks Online. Familiar with federal & state rules and regulations and local tax laws, payroll laws and GAAP.. Demonstrates working knowledge of grants and contract billing. **Must have DD Waiver Experience.** Must be willing to work with the elderly and adults with disabilities. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last (7) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia Adult & Family Services is a drug free workplace.

JOB DUTIES/RESPONSIBILITIES:

- Under the direction of the CEO/Executive Director approves employee time reports before payroll is submitted and submits bi-weekly reports to appropriate payroll services.
- Maintain all payroll records.
- Insures general ledger is posted timely, accurate, and completely. Review for accuracy and completeness on a daily and monthly basis.
- Reviews and prepares all invoices, general entries, reconciliations and financial reports to be reported to the CEO/Executive Director on a monthly basis.
- Reviews bank statements and bank reconciliations on a monthly basis.
- Monitors checking balance daily to insure sufficient funds are available to pay bills.
- Maintains all documentation, all receipts, and other supporting documents for auditing purposes.
- Prepares billing invoices or documents to state agencies.
- Responsible for creating and keeping current billing files and file documents on a contract year basis.
- Prepares, proofs and types financial reports; makes routine cost distributions.
- Posts requisitions, receipts, and disbursements information to appropriate ledgers or journals.
- Receives and counts cash; maintains cash book or other control record.
- Files and maintains clerical records and reports pertinent information to the CEO/Executive Director.
- Prepares and collects bills or statements, and prepares lists of outstanding bills payable.

- Maintain confidentiality
- Pay and keep records of all mortgage payments.
- Maintains capital asset listing.
- Must be physically able to perform all job duties. Must be able to lift and safely carry up to twenty (20) pounds.
- Attend regularly scheduled staff meeting, board meeting as determined by CEO/Executive Director, in-service training as required.
- Performs other duties as directed.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of the employer and requirements of the job change.

Salary: Depends upon funding and experience as established by the CEO.

FSLA: Exempt

Employee Signature

Date

