

# **Finance Manager**



## **Overview of Hand2Hand**

Hand2Hand is a Christian faith-based organization providing weekend food to over 12,000 students at 280 schools in 8 counties across West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to work together to eliminate child weekend hunger in their communities.

## **Job Description**

The Finance Manager will prepare and examine Hand2Hand's financial data, and identify areas of opportunity, risk, and compliance by maintaining accurate records. The Finance Manager ensures the financial records are accurate, that financial and data risks are evaluated, and that taxes are paid properly. The Finance Manager reports to the Director of Finance & Administration. This position requires a well-organized individual who can handle day-to-day operations with a focus on efficiency and time management while maintaining strict confidentiality.

## **Job Responsibilities & Duties**

- Maintain the custody of funds for Hand2Hand
- Complete all journal entries and reconcile accounts
- Create deposits and take them to the bank
- Pay supplier invoices promptly
- Administer Payroll and work with the outsourced payroll administrator
- Issue financial statements
- Manage the yearly audit and assemble information for external auditors
- Create and maintain procedures for tracking in-kind donations and create reports
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Maintain records of financial transactions by establishing accounts; posting transactions
- Monitor budgets and prepare reports
- Perform audits & resolve discrepancies
- Preparing periodic reports
- Help develop operating procedures and policies relating to financial practices
- Comply with federal, state, and local legal requirements by studying and enforcing adherence to requirements; filing reports; advising management on needed actions
- Assist the Program, Food Operations, and Fund Development teams in developing systems and procedures that will build stronger data and financial tracking abilities.

## **Qualifications Required**

- Accounting or Finance Degree with 3+ years of experience
- Passionate about the mission and vision of Hand2Hand
- Attention to Detail
- Exceptional interpersonal skills
- Excellent written and verbal communication
- Work effectively as part of a team

- Use considerable judgment, initiative, and independence
- Excellent understanding of accounting rules and principles, including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and experience with spreadsheets.
- Ability to maintain confidentiality
- Ability to think creatively, develop plans, research, and take responsibility for results
- Highly proficient in Microsoft Office, Google Workspace, and QuickBooks
- Comfortably interact with all organizational levels within Hand2Hand