The Finance Manager, Accounting supports the Community Foundation by performing the accounting and budget functions of the Community Foundation. Works in a team oriented structure to serve the needs of the Community Foundation’s internal and external customers.

The Work
• Budget
  • Responsibility as Super User for ABM (PowerPlan - Advanced Budget Module)
  • Prepare periodic financial statements for S&L team and the Board including quarterly budget update and hours reports
  • Support CI Initiatives as needed including financial information for grant reports
  • Provide scorecard measures for budget variances
• Account Payables
  • Prepare and monitor Administration functional code budget
  • Oversee business credit card accounting process
  • Review all invoices before payment for proper coding (in alignment with approved budget and 990 requirements) and for duplicate payments
  • Post invoices and checks to the general ledger
  • Prepare journal entries for miscoded invoices
  • Maintain KPI data for related processes
  • Review Flex checking account on a monthly basis
  • Oversee annual Form 1099 processing
• Oversee payroll processing
  • Review payroll before transmission with attention to irregular situations
  • Create Journal Entries
• Organization Information
  • Review and post journal entries for designated users, monitor and maintain general ledger
  • Closing funds so that no liabilities and assets remain at year end (except AP/Prepaids)
  • Participate in annual financial statement audit and internal control audit
  • Assist with surveys as needed

The Place
• Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
• One of the 101 Best and Brightest West Michigan Companies
• You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work
• Bachelor’s degree in business or related field in accounting or equivalent relevant work experience
• Four to six years progressively more responsible experience in accounting or finance role
• Proficiency in the use of Microsoft Word and Excel
• Ability to gain a working knowledge of BlackBaud suite of products, including advanced report writing
• Problem solving ability, well organized, detail oriented, and able to prioritize work tasks efficiently

What We Offer
• A competitive wage and benefits package
• A team-oriented, performance excellence culture
• Open Workspace

We are an equal opportunity employer and strive to demonstrate our commitment to diversity, inclusion and equity in all of our policies, procedures and practices.