



Position: Finance Manager

Non-Exempt

Reports to: Deputy Director

Supervises: None

Agency Description:

Homelessness and Housing Alliance (HHA) is the Lead Agency, Collaborative Applicant, and HMIS Lead for the Okaloosa Walton Homeless Continuum of Care (OWHCC). The goal of the OWHCC is to make homelessness rare, brief, and non-recurring. OWHCC works collaboratively with a broad-based network of public and private providers focused on utilizing practices that are informed by data, honor the difference perspectives of all stakeholders and are trauma-informed. OWHCC works to identify and bridge gaps in homeless services so that investments can be made in the areas of greatest need and secures resources for homeless service providers so they can meet the needs of families and individuals experiencing homelessness.

Job Description:

The Finance Manager of HHA will be responsible for assisting the Executive Director and the Board of Directors in its mission to end homelessness. The Finance Manager provides fiscal and contractual oversight of funding for programs in the areas of Emergency Solutions Grants, Continuum of Care Grants, Challenge Grant, TANF/Prevention, and other housing and homeless services contracts. The Finance Manager is responsible for managing the overall financial procedures of the organization and the OWHCC. The Finance Manager will follow approved HHA Employee Handbook, CoC Policy and Procedure, Written Standards, GAAP aligned Fiscal Policy and Procedure, and federal and state regulations.

Responsibilities:

- Assists with the development and monitoring of the annual budgets and strategic forecast for HHA and the OWHCC
- Maintains the annual budget and calculates variances from the budget and reports significant issues to management
- Reviews/maintains general ledger accounts that accurately reflect the financial activity of the organization in accordance with GAAP
- Prepares invoices for Emergency Solutions Grants, Challenge Grants, TANF/Prevention, Staffing Grants, etc.
- Provides monthly financial reports to the Executive Director and Board of Directors
- Assists with coordinating and managing all activities for the annual audit, including working with the outside Auditor and staff
- Assists with the development, implementation, and monitoring of accounting policies and internal control procedures; recommends improvements to strengthen controls and



- documents workflow of key financial processes
- Maintains records on equipment, depreciation, repairs, maintenance and schedule repairs
 - Coordinates vendor contracts timelines and renewals
 - Assists with the preparation of tax returns
 - Assists with the preparation of payroll, including cost allocation, from collection of timesheets to distribution of checks; responsible for payroll records including PTO balances
 - Pays invoices/bills in a timely manner
 - Performs drawdowns and transfers of funds upon request by the Executive Director while ensuring maintenance of proper documentation and recording of drawdowns
 - Prepares invoices/reports to Grantors and funders as required by grant and funding source
 - Records cash receipts and prepares deposit slips
 - Conducts monthly and as-needed reconciliations for each bank account and ensures accuracy
 - Completes journal entries to ensure accuracy and appropriateness in accounting software
 - Maintains an orderly accounting filing system and ensures proper documentation of all receipts, expenses, personnel, prepaid expenses, match, and in-kind transactions and ensures they are properly recorded in accounting software and filing system
 - Complies with all local, state, and federal government reporting requirements
 - Manages and records inventory, including maintenance of all records of donations both received and donated to clients in need
 - Oversees compliance with records retention polices, procedures and regulations
 - Ensures prepaid expenses, purchases of fixed assets, in-kind donations, depreciation and compensated absences are recorded correctly and timely with proper supporting documentation
 - Maintains a monetary donation database
 - Makes authorized purchases for operations as approved by the Executive Director
 - Other duties as assigned

Qualifications:

- Associates degree and/or at least four years of experience in a finance department
- Knowledge of bookkeeping principles
- Proficient in GAAP and FASB guidance as applied to not-for-profit accounting
- Proficient in Microsoft Office
- Proficient in Quickbooks
- Understanding of U.S. Department of Housing and Urban Development (HUD) funding and resources
- Excellent written, oral communication, and public speaking skills
- Strong prioritization, process development, and facilitation skills
- Exceptional organization and attention to detail
- Ability to handle multiple tasks in a deadline-oriented environment
- Background clearance check required for employment
- A valid Florida driver's license



Compensation and Benefits:

- Hourly Compensation: \$21.50

Benefits

- Flexible Schedules
- Telecommuting
- PTO
- Paid Holidays
- Mileage Reimbursements
- Career Development Opportunities
- Direct Deposit
- Company Swag