



Empowering individuals, families and our communities to take action against violence and abuse.

Job Opening: FINANCE MANAGER

DESCRIPTION

The Finance Manager is primarily responsible for oversight of the agency's Finance functions. The Finance Manager must work well independently and be able to thrive in a socially progressive and dynamic environment while being a decisive leader. This position will report to the Executive Director and provides support to the Board's Finance Committee. Monarch Services requires prior experience in a nonprofit agency with state and federal funds grants management and strong analytical skills.

Monarch is looking for a person with maturity, high professional standards and ethics, the ability to work with minimal supervision, and strong organizational skills. The Finance Manager must have confidence mixed with a sense of humor, humility, and a deep appreciation and respect for violence prevention work. This position is based in the Watsonville Office.

DUTIES AND RESPONSIBILITIES

Finance:

- Assist the Executive Director in developing the annual agency budget and reports, including forecasting, for Board and Finance Committee.
- Work closely with the Program Managers on program budgets and information.
- Monitors appropriate use of funds related by funding source.
- Prepare allocations spreadsheet by funding source.
- Prepare a variety of spreadsheets for tracking various financial transactions.
- Responsible for tax reporting, organizational reporting, (annual 990 coordination), end of year close out work including depreciation, inventory/fixed asset management, and annual accrual entries.
- Enter monthly, quarterly, and annual recurring journal entries.
- Monthly reconciliation and closing responsibilities and preparing monthly financial statements.
- Process accounts receivable by preparing and posting cash receipt journal.
- Maintain accounts receivable records, prepare and track bank deposits and reconciliation.
- Maintain an accounts receivable spreadsheet for donations and all programs.
- Responsible for the invoicing, coding, collection, and reconciliation of multiple grant funds.
- Monitor cash inflow and outflow to determine cash needs.
- Process accounts payable by organizing and posting bills to accounting program, securing authorized signatures on checks and mailing payments.
- Set up and maintain vendor files, including year-end 1099's.
- Responsible for audit preparation and coordinates and prepares fiscal and personnel documentation for audits.
- Maintain files on all required forms and certifications from funded agencies (e.g. State Certifications, IRS Determination Letter, etc.)
- Insures contracts and leasing agreements are complete and current.

General

- Assists the leadership team on systemic improvements, internal controls, documentation, and forms development.
- Provide administrative support to the Executive Director and to the Board of Directors, including assisting with Board committee meetings.
- Provide support to Monarch's fundraising program as needed.
- Attend staff meetings, leadership meetings, board/committee meetings and public meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, Board of Directors, clients, and with representatives of government, and other community organizations.

QUALIFICATIONS:

- Bachelor's degree in related field plus two years of related work experience or five years of progressive work experience in finance/accounting.
- Demonstrated financial leadership, initiative and self-motivation.
- Excellent written and verbal communication skills.
- Able to work in a flexible, fast paced environment.
- Demonstrated ability to prepare materials with accuracy and timeliness; ability to pay close attention to details.
- Demonstrated experience in exercising excellent judgment and handling and protecting confidential and sensitive information.
- Ability to assess policies and procedures and formulate recommendations.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, political backgrounds, gender identification and abilities.
- Possession of valid California driver's license and use of an insured vehicle.
- Substantial knowledge of personal computers and experience with nonprofit fund accounting programs and MS Office software, including Word, Excel, and Outlook Access.
- Have a sense of humor and demonstrate grace under pressure.
- Must be professional, gracious, and culturally embracing.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Sit for long periods during working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal or agency vehicle during and after work hours.

Classification: At-will, Exempt, part or full-time

Salary: \$58,000/year salary and up commensurate with experience

Benefits: Generous benefits package including employer paid Health, Dental, Vision, Life and Retirement benefits available. Prorated for part time employees.
Flexible Spending Plan available.
13 Holidays and Paid Time Off benefits for regular employees.
5 Friday office closures during spring and summer months.
Extensive opportunities for professional development, mentoring, and coaching.
Flexible work schedules. Self-care retreats.

How to apply:
Submit your resume and cover letter packet
clearly outlining your related experience to this position
via e-mail (MS Word or PDF formats only) to lauras@monarchscc.org
The position will remain open until filled.

Imagine yourself working for a social justice organization that helps transform lives and communities...

About Monarch:

Monarch Services, formerly Women's Crisis Support~Defensa de Mujeres, was established in Santa Cruz County in 1977. Through crisis counseling, legal assistance, and advocacy, we help survivors of domestic violence, sexual assault, and/or human trafficking become survivors and repair their lives. Monarch Services has the only rape crisis center and emergency domestic violence shelter in Santa Cruz County and the Pajaro Valley. Monarch is an equal opportunity employer and values diversity of ethnic, cultural, religious, socio-economic, gender identification and expression, and political backgrounds.

Cultural Humility Statement:

Monarch Services embraces the spirit of cultural humility by understanding and dismantling systemic oppression through a lifelong commitment to self-reflection and self-critique of one's own power and privilege in society.

United Way of Santa Cruz County Family Friendly Workplace Award Recipient 2009 & 2013.
Monarch Services is a green-certified business.

