

Job Posting: Finance Manager

The North Webster Community Center (NWCC) is seeking an experienced and detail-oriented **Finance Manager** to oversee all financial aspects of our organization. This key role is responsible for managing the center's financial planning, budgeting, reporting, and compliance to ensure fiscal responsibility and transparency.

Key Responsibilities:

- Oversee all day-to-day financial operations, including accounts payable, receivable, and payroll
- Develop and manage annual budgets in collaboration with the Executive Director and board
- Monitor financial performance and provide regular financial reports to leadership and the board
- Prepare monthly, quarterly, and annual financial statements
- Maintain accurate records and ensure compliance with nonprofit accounting standards
- Coordinate and support annual audits and tax filings
- Assist with grant budgets, financial reporting, and tracking of restricted funds
- Implement financial policies, procedures, and internal controls
- Provide financial analysis and insights to guide organizational decision-making
- Work closely with staff to track program budgets and spending

Qualifications:

- Education in finance, or related field (CPA or nonprofit finance experience preferred)
- Financial management experience, preferred, but not required
- Proficiency in QuickBooks
- Excellent organizational, analytical, and communication skills
- Ability to work independently and collaboratively in a team-oriented environment
- Willing to work as part of the NWCC team with flexibility

Position Details:

- Part-time or Full-time, depending on experience and availability
- Not a remote position
- Reports to Executive Director and Board of Directors

Join NWCC in making a lasting impact in our community through responsible financial stewardship and strategic planning.