



Employment Opportunity

Finance Manager

FOCUS North America is a national, faith-based non-profit organization that provides sustainable services to the homeless and working poor of America. Through targeted feeding, job-creation, housing, and other programs, FOCUS seeks to transform people's lives, moving them from dependency to self-sufficiency. FOCUS North America is a dynamic and growing organization, which over the next few years wants to strengthen and build upon its existing centers and programs.

Location: Pittsburgh, Pennsylvania

Summary

The Finance Manager is responsible for all financial functions including accounting, payments and banking, payroll, budgeting, financial reporting and grant financial management and compliance. The Finance Manager, in support of FOCUS Centers and programs, provides timely reports and assistance to local directors to ensure that financial resources are used efficiently and effectively. The Finance Manager reports to the Executive Director and is part of the senior leadership team.

Responsibilities

- Oversee and implement accounting for all revenue and expenses across the organization. Review and approve all center-based financial expenditures.
- Manage and implement payroll, payables and banking operations.
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements;
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with senior management; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Monitor and manage all revenue streams including individual donations, grants and gift-in-kind commodity contributions.

FOOD OCCUPATION CLOTHING UNDERSTANDING SHELTER

FELLOWSHIP of ORTHODOX CHRISTIANS UNITED to SERVE

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- Manage organizational cash flow and forecasting.
- Effectively communicate and present the critical financial matters to the board of directors.
- Implement FOCUS policy decisions.
- Participate in the FOCUS strategic planning process.
- Ensure that staff are provided with the necessary financial support to discharge their responsibilities in a satisfactory manner.

Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 5 years of overall professional experience; ideally 5+ years of nonprofit financial experience
- The ideal candidate has experience ensuring the quality and content of all financial data, reporting and audit coordination for either a nonprofit division or significant program
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of FOCUS North America

Working Conditions

Stationed in Pittsburgh, PA; some local and national travel required to work with various FOCUS operational centers; business attire mandatory for external relations and meetings.

To Apply

Please send cover letter and resume to: jobs@focusna.org