A logo for a shelter

Description automatically generated with low confidence

Baraga County Shelter Home’s mission is to develop, support, and promote efforts

aimed at the elimination of all domestic violence, sexual violence, and stalking in

Baraga County.

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POSITION DESCRIPTION

POSITION TITLE: Financial Manager

SUPERVISED BY: Executive Director

SUPERVISES: NA

STATUS: Non-exempt, Part-time (average 20 hours/week)

SALARY/WAGE RANGE: $17.50 - $22.00 per hour

DOB Review June 21, 2023

**MINIMUM QUALIFICATIONS:**

● Must possess an Associate’s Degree in Accounting or closely related field and one (1) year

of Accounting experience OR

Must possess a combination of post-secondary education and/or work experience in

accounting equaling at three (3) years.

● Must have the ability to understand and maintain strict confidentiality.

● Must be able to communicate and document effectively.

● Must possess strong communication, analytical, and organizational skills.

● Must be proficient in MS Word, Excel, and accounting software.

● Ability to work both independently and in a team-oriented environment in keeping with

● the BCSH’s mission and philosophy,

● Must possess a valid driver’s license and pass DHHS Central Registry, Sex Offender

● Registry, and Criminal Background Check.

● Must have received or be willing to receive the COVID-19 vaccination by hire date. Proof of vaccination required.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of QuickBooks software preferred.

2. Nonprofit financial management or accounting experience preferred.

**BASIC FUNCTION AND RESPONSIBILITY:**

The Financial Manager is responsible for coordination and implementation of financial

management and accounting functions at the Baraga County Shelter Home, Inc.

**DUTIES AND RESPONSIBILITIES:**

1. Prepare various financial statements and reports for review by the Board of Directors,

Treasurer and Executive Director.

2. Maintain accounting records to show receipts and expenditures.

3. Maintain general ledgers, accounts receivable, accounts payable, depreciation, cost,

operating expenses, and insurance records.

4. Complete payroll administration and functions.

5. Complete bank reconciliation.

6. Participate in the preparation of external tax return preparation.

7. Maintain financial security by following internal controls.

8. Assist with development and implementation of policies, and procedures relating

to financial management, budget, accounting, and/or payroll to maintain accounting

controls.

9. Prepare purchase request documentation for approval by Executive Director and fulfill

purchase orders once approved.

10. Review and submit monthly grant/contract Financial Status Reports (FSRs) in reporting

portals (i.e. eGrams).

11. Perform necessary tasks associated with fulfilling fiduciary responsibility for Baraga

County Communities That Care (CTC).

12. Maintain professional and appropriate public behavior as a representative of BCSH.

13. Immediately report emergency/extraordinary situations to the Executive Director.

14. Assist Executive Director with the maintenance of personnel files.

15. Assist Executive Director with pre-employment verifications including- background

checks, sex offender registry checks, driver's license, and vaccine verifications.

16. Answer office phone line.

17. Prepare travel arrangements for staff and maintain fleet vehicle requests

18. Assist Executive Director with the preparation of Board of Directors meeting agendas

and assembly and distribution of agenda/meeting materials.

19. Log equipment inventory and manage agency passwords.

20. Will reconcile petty cash fund.

21 Perform all other duties as assigned by the Executive Director.

This position announcement summary is intended to indicate the kinds of tasks which will be

required of this position and shall not be construed as declaring what the only duties and

responsibilities of the position will be. It is not intended to limit or modify the right of the

supervisor to assign, direct and control the work of this position, nor to exclude other similar

duties not mentioned. The use of a particular expression or illustration describing duties shall

not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.