



JOB ANNOUNCEMENT

FINANCIAL MANAGER

Lynn House is seeking a talented Class-taught Christian Scientist who would like to join the administrative team at our Christian Science care facility in Alexandria, Virginia, to fill the position of **FINANCIAL MANAGER**.

This is a full time, exempt position for the right individual with a strong background in finance and accounting with expert knowledge and understanding of Generally Accepted Accounting Principles, audits, and work in a not-for-profit environment.

START DATE: Open NOW. Applications will be accepted until Monday, April 2, 2012.

OVERALL RESPONSIBILITIES:

The Finance Manager ensures compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting, keeps the General Ledger and is responsible for cash management; accounts payable; accounts receivable; resident, patient and Medicare billing; security and maintenance of personnel records (in conjunction with Director of Human Resources); payroll processing; payroll tax payments; employee benefits program; proper allocation of contributions and investment income; proper categorization of all expenses; and timely preparation and filing of business tax form (IRS 990). Fills out various external reports and license applications in conjunction with Executive Director. Prepares input for Medicare cost report in conjunction with cost report consultant. Provides financial analysis relating to cash flow, payroll, employee benefits, and other financial matters. Prepares the budget for approval. Wholeheartedly supports and is daily expectant of Christian Science healing.

QUALIFICATIONS:

- Experienced Christian Scientist who is a member of The Mother Church and one of its branch churches.
- Must have had Christian Science Primary Class instruction from an authorized teacher of Christian Science.
- Must have up to date skills and knowledge of governmental programs related to not-for-profit management, must be current in business and accounting software including Access, Outlook, Word, QuickBooks and Advanced Excel.
- Ability to manage and supervise two accounting assistants a plus.
- Ability to work closely with others as well as independently, be self-motivated, able to work at own pace and, at times, beyond the normal work day. Must be considerate, patient, flexible, able to handle many activities at same time, able to communicate well with patients, residents, staff members and the public.
- Demonstrated analytical skills; demonstrated ability to teach and train others;
- Good interpersonal communication and problem-solving skills and a team player.

- Strong technical accounting skills, strong written/oral communication skills, strong time-management/organizational skills.
- Awareness of operating systems, networking concepts, and relational database structure.

JOB & EDUCATION REQUIREMENTS:

Experience

Experience in accounting and financial management and supervision desired with 3+ years work experience in related field. Will consider education over experience.

Education

Degree in Accounting or Finance with relevant accounting training and/or experience and an understating of auditing and non-profit financial management systems.

PERSONAL ATTRIBUTES:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of ethical and fiscal responsibility.

DESIRABLE:

Management and supervisory experience.

IT experience and expertise.

ADDITIONAL INFORMATION:

- Full time, Exempt position.
- Salary: DOE
- **The successful candidate will be able to receive paid side by side mentoring with the retiring Manager if the start date is prior to June 1, 2012.**
- Candidate must be willing to undergo a national Criminal Background Check.
- Lynn House is an equal opportunity employer offering employment without regard to race, color, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled or Vietnam Era veteran of the U.S. Armed Forces.

**For an application and job description, please visit our website at www.lynnhouse.org.
You may also e-mail Lynne Darnell, Director of Human Resources at info@lynnhouse.org
Please direct telephone inquiries to: 703-379-6000 or 1-800-283-4325.**