



**JOB
DESCRIPTION**

FINANCE MANAGER

Title: FINANCE MANAGER

Position Attributes:

- Part time, Exempt position.
- Salary: DOE
- 20-25 hours a week – Start and end times vary and are flexible.
- Eligible for 403(b) retirement plan after 700 hours of employment.
- Eligible to purchase mid-day meal at the staff rate.
- Free parking space on Lynn House property while on-duty.
- Lynn House is an equal opportunity employer.

Organizational Relationships: Reports to the Executive Director/CEO

Summary: This is a 20-25 hours a week exempt position for the right individual with a strong background in finance and accounting, expert knowledge and understanding of Generally Accepted Accounting Principles, audits, and work experience in a non-profit environment.

Position 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 oversight of cash management; accounts payable; accounts receivable; resident, patient and Medicare billing; security and maintenance of personnel records (in conjunction with Administrative personnel); 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, fundraising and other financial matters. Prepares the budget for approval. Wholeheartedly supports and is daily expectant of Christian Science healing.

Qualifications:

- Experienced Christian Scientist; member of The Mother Church and one of its branch churches; Received Primary Class instruction from an authorized teacher of Christian Science.

- Strong CPA background required. Demonstrated analytical skills; demonstrated ability to teach and train others.
- Ability to manage and supervise two Financial Assistants.
- Ability to work closely with others, be self-motivated, able to work at own pace on own or our schedule. 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.
- Strong interpersonal skills, ability to communicate and manage well at all levels. High level of integrity and dependability with a strong sense of ethical and fiscal responsibility.

Education Requirements:

- Must have up to date skills and knowledge of governmental programs related to non-profit management; and must be current in business and accounting software including Access, Outlook, Word, QuickBooks, Advanced Excel, and donor database applications.
- 3+ years work experience in related field.
- CPA and/or degree in Accounting or Finance with relevant experience and an understating of auditing and non-profit financial management systems.

Desirable:

IT experience and expertise