



## Finance and Programs Manager

### Position Summary

The Finance and Programs Manager will be responsible for overseeing the financial management, program operations (scholarships and educator grants), and human resource functions of the organization. The position will play a critical role in decision-making and operations management as the SAISD Foundation continues to grow and enhance its programming, services and value to students and teachers. This is a full-time, exempt position. Working hours will be Monday through Friday from 8:30 am to 4:30 pm with occasional evening and weekend hours required and remote scheduling possible. The Finance and Programs Manager will report to the Executive Director and supervise the Bookkeeper (part-time) and Program Specialist (part-time) positions.

### Essential Functions / Key Responsibilities

#### Financial Management

- Analyze and present prepared quarterly financial reports in an accurate and timely manner; support the Treasurer and the Finance Committee of the Board
- Effectively communicate and present financial matters to the Board of Directors
- Oversee internal bookkeeping and contracted accounting services
- Ensure timely payment of all bills and recording of all deposits
- Run reports in QuickBooks as needed to support the team and committees of the board to be successful and work within budget goals
- Oversee daily cash flow and the fraud management systems
- Manage multiple banking relationships and pull regular online reporting
- Coordinate and lead the annual audit process, liaise with external auditors; assess any changes necessary and work to implement them in a timely manner
- Oversee the annual budget and planning process in conjunction with the ED
- Update and implement all necessary finance policies and accounting practices and work to improve overall fund management

#### Programs and Operations

- Manage, execute and continually work to refine and streamline key programs of the SAISD Foundation including but not limited to educator grants and scholarships
- Work closely with third-party vendors, consultants, and contracted services
- Work with the team to develop and meet or exceed key performance indicators and measures of organizational impact
- Regularly update and communicate the organizational calendar
- Oversee in-kind facilities to ensure efficient and consistent operations including contract management as well as in-kind receipting and booking of contributions



## Human Resources

- Further develop SAISD Foundation’s human resources, enhancing professional development, compensation and benefits, performance evaluation, and onboarding and training with an aim to attract, hire and retain strong employees
- Establish and manage a comprehensive employee onboarding and training program
- Further develop and maintain a comprehensive policies and procedures tool
- Oversee payroll and payments for all hourly employees, contractors and interns including obtaining W-9s and processing of annual 1099s

## Minimum Requirements

- Bachelor’s Degree in Business, Finance, Non-Profit Management or related field
- 7+ years of professional experience in finance and business operations including budget management, analyzing Balance Sheets and Profit and Loss Statements
- 5+ years in non-profit program management
- Experience with Quickbooks Online
- Results-proven track record of meeting or exceeding organizational goals
- Candidate must have a satisfactory outcome of a fingerprinting background check with the non-refundable fee (approximately \$50.00) paid by the employee

## Knowledge, Skills, & Abilities

- Knowledge of Google Suite, Excel, Word, PPT, and QuickBooks
- Problem-solving, project management, and creative resourcefulness
- Excellent written and verbal communication skills
- Ability to excel in a collaborative, small team
- The desire and ability to wear many hats in a fast-paced environment
- Strong organizational skills and attention to detail
- Ability to keep information confidential

## Working Conditions

Work Environment:

- Computer, computer software programs and other applicable equipment

Physical Demands/Requirements:

- Maintain emotional control under stress, occasionally traveling to other buildings for meetings and trainings

## Supervisory Responsibilities / Direct Reports

Supervise Bookkeeper and Program Specialist positions

## Compensation

Salary range: \$60,000 to \$80,000, depending on experience. Eligible for benefits. Strong vacation package.

## Application

To apply, please submit a cover letter and resume to Judy Geelhoed, SAISD Foundation Executive Director at [jgeelhoed@saisdfoundation.com](mailto:jgeelhoed@saisdfoundation.com). Please include “Director of Operations” in the subject line.

