

Job Descriptions and Classifications

Finance Manager

Division: Support Services
Reports to: Chief of Staff
Supervises: Financial and Inventory Coordinators
FLSA Status: Exempt



Job Summary

The Finance Manager, working under the direction of the Chief of Staff, is responsible for the fiscal activities and the financial systems of ILEAS. This includes administrative control and direction over budgets and financial forecasting, accounting and financial reporting, auditing, treasury management, purchasing, grant-required equipment inventory, capital assets, revenue collection, payroll, and tax reporting. The Finance Manager works with little direction and will be relied upon to identify and solve problems related to ILEAS financial matters. The Finance Manager oversees the work of the Grant Financial Coordinators and the Inventory Coordinator to ensure accuracy and compliance with grant rules and regulations.

Job Duties

- Ensure effective and efficient ILEAS accounting systems
- Maintain grant management and reporting systems that comply with all State and Federal grant requirements
- Monitor, manage, and support all financial activity of ILEAS
- Provide timely and informative financial reports to the Governing Board and the Executive Director
- Supply financial planning support for ILEAS programs and projects
- Oversee the annual financial audit of ILEAS finances, as well as the single audit of federal grant expenditures
- Plan and supervise the preparation of the annual operating budget, as well as the individual grant budgets, including revisions and updates
- Assist the Executive Director and the Chief of Staff in risk management activities, including managing the insurance for ILEAS
- Manage all tax issues for ILEAS
- Oversee and maintain all invoices, bids, quotes, purchase orders, checks and other indicia of financial activity for ILEAS
- Coordinate with the Chief of Staff to ensure ILEAS personnel are paid accurately and in compliance with all State and Federal laws and regulations
- Assist the management staff with the planning, design and establishment of computer programming and financial systems to manage ILEAS business activity
- Coordinate special projects as assigned by the Executive Director or Governing Board
- Monitor financial activity between ILEAS and the ILEAS Foundation to ensure compliance with all not-for-profit regulations as well as maintain proper financial records for the ILEAS Foundation

Job Descriptions and Classifications

- Maintain proficiency with all revisions in governmental accounting standards, grant rules and reporting, and applicable tax laws
- Manage and supervise the Finance Division staff
- Coordinate local grants managed and awarded by ILEAS
- Assist with general administrative office duties
- Help plan and orchestrate the ILEAS Annual Conference
- Perform other related duties as assigned

Job Specifications

- Successfully complete a background check as required by ILEAS
- Bachelor's degree in accounting, finance, public administration or other closely related field is required; related Master's degree preferred
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation preferred
- Experience in public sector finance management with a minimum of three years' experience in a progressively responsible supervisory role
- Understanding of and experience in managing federal and state grants and maintaining compliance with grant requirements, including an understanding of the Code of Federal Regulations and Illinois' Grant Accountability and Transparency Act
- Proficient in financial auditing practices and methods
- Self-organization skills that allow proper contact follow-up and continued attention to detail until problem resolution.
- High level of problem solving skills
- Ability to establish priorities and meet deadlines
- Possess interpersonal skills to handle sensitive and confidential situations with poise, tact and diplomacy
- Excellent oral and written communications skills
- Reliable, responsible, and dependable
- Possess a strong sense of honesty, integrity and ethics