

Finance Manager
Maine Center for Coastal Fisheries
Job Description
September 2020

Position: Finance Manager
Supervisor: Executive Director
Direct Reports: None
Location: Stonington, ME

Position Description

The Finance Manager (FM) will report to the Executive Director and play an important role in both the financial management and the development functions of the Center. The initial focus of this job is financial. The FM will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities including accounting, finance and budget forecasting and working with staff on budget development and reporting. These functions are carried out in partnership through the Administrative Team, which includes the ED and other staff members. The position is a hands-on position in a dynamic organization. The position also requires a respect for and experience with fishermen, fishing communities of eastern Maine or similar culture. The FM may also contribute financial expertise to programmatic activities of the organization.

Essential Duties and Responsibilities:

- Coordinate financial activities of the Center through and with the Administrative Team
- Oversee all financial operations and responsibilities of the organization
- Prepare and interpret financial reports and analysis to be used by the appropriate internal and external stakeholders and assist management in decision making and ensuring focus on proper metrics
- Monitor and manage cash flow
- Work with the ED and Board to develop annual budgets and financial forecasts
- Provide senior management and the Board with advice on the financial implications of programs and activities
- Contribute to strategic planning in the context of the associated annual revenue plan including analysis of projected revenue and expenses as well as cash management trends
- Oversee the annual financial audits
- Work closely with the Executive Director and Administrative Director to manage the internal operations of the organization to achieve strategic and operational goals
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting
- Support program staff with financial aspects of program activities and grantsmanship

Qualifications

- BS in Accounting or Finance preferred; or AS in accounting or Finance with 15+ years of on the job experience is acceptable
- 5+ years on the job experience, preferably in the not-for-profit sector including experience with non-profit accounting
- Experience with managing the annual audit process
- Reasonable literacy and experience with information technology particularly as it applies to financial management and reporting tools

Personal Attributes

- Strong interpersonal skill, ability to communicate and manage well at all levels of the organization
- Willingness to be a hands-on person with the flexibility and adaptive skills necessary for success working in a small organization
- Strong, demonstrated team-building skills
- Strong problem solving and creative skills
- The ability to exercise sound judgment and make decisions based on accurate and timely analysis
- Impeccable integrity and dependability with a strong sense of urgency and results-orientation

Other Skills and Abilities

PC proficiency is essential (Windows). Strong working knowledge of Microsoft Excel, QuickBooks and Microsoft Word is required and a working knowledge of development software; familiarity with IT and ability to manage and plan technology with outside advice.