

Operations & Finance Manager

Job Description



Department:	Operations	FLSA Status:	Exempt
Reports To:	Chief Financial Officer	Physical Strength:	Light

Summary

This position is responsible for leading and safeguarding the US financial operations as a member of both the US Leadership Team (made up of Executive Leaders and Managers), and the US Operations Department. This role will lead the accounting staff members, collaborate with the Systems Manager on processes and information systems, and support the responsibilities of the Chief Financial Officer/Director of Operations by performing the following duties:

Essential Areas of Responsibility:

1. Conducts financial analysis and reporting to support decision making by US Leadership Team
2. Maintains & updates financial and operational policies,
3. Oversees the annual budget and audit processes.
4. Manages the accounting information systems.
5. Manages the Portland office facility (leases, equipment, supplies, logistics, safety protocols)

Job Duties

Financial:

- Conducts financial analysis (cash flow projections, financial metrics, KPI, trend analysis).
- Manages the financial reporting activities (actual versus budget, current cash position, program funds available).
- Manages the annual US enterprise budget process with input from other department managers, compiling the overall US Enterprise budget.
- Prepares the annual Operation Department budget, including any subsidiary team budgets.
- Manages the annual financial close and audit processes.
- Manages the month-end closing process.
- Oversees the preparation of financial account reconciliations (especially cash) to ensure accurate information.
- Monitors and updates the Financial Policies and internal controls (in collaboration with CFO).
- Transmits and tracks international wire and domestic ACH transfers.
- Manages the cash receipt, cash disbursement, expense reimbursement and credit card processes.

Accounting Information systems:

- Updates and maintains the accounting information system in conjunction with the overall global information system initiatives.
- Collaborates with the Systems Manager to implement global accounting information system.
- Collaborates with Director of Finance (Rwanda), and contractors in the UK, regarding the flow of financial information and tracking between the various entities.

Compliance and Risk

- Maintains policies and processes to comply with restrictions and requirements imposed by donors, grantors, other funders, and the ECFA.

Approved By: Chief Financial Officer
Last Updated: January 2024

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- Maintains policies and processes that comply with Federal, State, and local regulations in the many locations where ANLM engages in business, fundraising, and/or solicitation.
- Reviews insurance coverage annually to ensure proper coverage for organization for general liability, employment practices, workers compensation, and other.
- Manages and updates data privacy and data protection policies for the many jurisdictions which with Africa New Life operates.
- Works in cooperation with CFO, outside legal counsel, and auditor, as needed, to respond to legal and/or regulatory matters.
- Facilitates the corporate documentation for Board of Directors (Articles of Incorporation, Bylaws, Board Policy Manual)
- Manages safety plans and policies related to operations in the US.

General:

- Oversees issues related to operation and maintenance of facility, equipment, and furnishings.
- Facilitates special shipping of goods via ocean container or air freight as needed.
- Maintains punctual, regular and predictable attendance.
- Maintains updated documentation of key job processes in the Operations Department
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Chief Financial Officer.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises employees in the Finance Team. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties. Must agree with Africa New Life's statement of faith <https://www.africanewlife.org/about-us/#faith>.

Education & Experience

Associate degree from an accredited college or university, and/or two years related experience and/or training or equivalent combination of education and experience working in financial, accounting or operations positions and a strong understanding of nonprofit accounting, regulations, and regulatory requirements. Specifically requiring the following:

- Basic understanding of GAAP-US (generally accepted accounting principles), especially in relation to nonprofit entities.
- Experience coordinating audit activities and managing financial reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments preferred.
- Technologically savvy with advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team.
- The foresight and ability to delegate accordingly.

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- Keen analytic, organization, and problem-solving skills which allows for strategic data interpretation versus simple reporting.

Certificates, Licenses and/or Registrations

No certification, licenses, or registrations are required for this role.

Travel Requirement

This position requires infrequent (up to 5% of the position) in-state, out-of-state, and out-of-country travel for the purpose(s) of board meetings, annual retreats, and budget meetings which may include international travel to Rwanda. Travel will include overnights. Travel duration may be up to one week at a time.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

Most required work is almost exclusively on the computer, but the computer is not itself the focus of the position. Has an advanced understanding and capabilities in using applicable programs and knowledge of networks. Must be a strong reference for other users for performing different functions with the computer.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is frequently required to sit, use hands and fingers to type or dial, and reach with hands and arms. The employee is regularly required to stand, walk, sit, talk or hear, and taste or smell.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, use stairways to climb to multiple floors within an office building, lift and/or move up to 25 pounds, and exposed to outdoor weather conditions.

This position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.