JOB TITLE: Finance Manager

REPORTS TO: Deputy Director

STATUS: Full-time, 40hrs/week

ABOUT US

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming.

ABOUT THE ROLE:

The Finance Manager will be responsible for managing all of the organization’s finances. This includes validating and preparing accounts payable and receivable transactions, ensuring prompt payment of invoices, and developing and maintaining a comprehensive financial filing system. The incumbent will also collaborate with the Senior Leadership Team to analyze department finances and assist in developing budgets that will minimize the organization’s costs.

WHAT YOU’LL DO:

- Enter and balance accounts receivable and payable transactions on a daily basis.
- Track all incoming revenue and make deposits to bank/fiscal sponsor.
- Manage credit card charges, payment discrepancies, refunds, returns, etc.
- Maintain orderly financial filing system (electronic and paper)
- Reconcile department accounts monthly and prepare requested reports.
- Manage, track and generate reports related to all government contracts and grants.
- Invoicing for government contracts
- Act as the primary liaison with the Finance Team of Community Partners (fiscal sponsor of the organization).
- Perform a variety of advanced financial analyses to determine present and forecasted financial health of the organization.
Use financial modeling to simulate financial scenarios and present potential scenarios and outcomes to the Senior Leadership Team.
Ensure that sufficient funds are available to meet ongoing operational needs.
Maintain banking relationships.
Develop or recommend solutions for financial problems or situations.
Engage in ongoing cost reduction analyses in all areas of the organization.
Create and maintain financial coding systems and forms.
Train staff on financial-related policies and procedures.
Evaluate current financial policies and procedures.
Perform administrative tasks related to finances including photocopying documents, distribute reports, filing, and mailing documents.
Other Duties as assigned.

WHAT YOU'LL NEED:

- Bachelor’s Degree in Finance, Accounting or related field required
- Atleast 2-3 years of experience in a relevant financial position
- A commitment to and passion for the mission, vision, values and culture of Safe Place for Youth.
- Ability to present results of analyses
- Understanding of grant management in order to monitor allocations
- Demonstrate critical thinking skills
- Able to work on multiple projects simultaneously
- Strong communication skills (both written and verbal)
- Strong computer/database skills and proficiency with Microsoft Office
- Excellent interpersonal skills
- Attention to detail
- Prior non profit accounting experience preferred

BENEFITS & PERKS

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including a generous 9/80 Flex work schedule, weekly meditation/mindfulness, and professional development opportunities that are tailored to your individual career growth.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand this job description. I agree that I can perform the responsibilities and meet the requirements listed in this job description. Furthermore, I understand that the responsibilities of this position may change to meet the needs of the organization.
Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.