



Finance Manager

Hours: Full time

FLSA Status: Exempt

Job Summary

Do you have a heart for youth and a love for numbers? Inspired by Jesus' work among the poor, the outcast and the disenfranchised, New Horizons' mission is to partner with homeless youth as they journey toward a sustainable future, including job training through our Street Bean Coffee Roasters subsidiary. We are looking for a dynamic business-minded person to join our team. The ideal candidate will have a heart for the mission of New Horizons as well as finance experience, including bookkeeping, budget creation, forecasting, inventory management, and grant writing support. Experience in a non-profit environment is highly desired.

Primary Responsibilities

- Develop annual budget, assist in grant writing, and provide financial reports to departments
- Facilitate annual audit, prepare reports and tax returns
- Provide oversight of revenue and expenditures, banking, insurance, yearly licenses, and renewals
- Provide direction for budget development and implementation, policies, procedures, standards, and outcomes for agency programs
- Oversee bi-monthly payroll
- Prepare monthly bank reconciliations
- Monitor office expenses and tally and enter cash receipts in Quickbooks
- Pay vendor invoices and track bank account balances
- Prepare financial reports for grant applications
- Track designated funds

Knowledge, Skills & Abilities

- Enthusiasm for New Horizons' mission to partner with homeless youth
 - At least 2 years of professional work experience in bookkeeping, finance, or accounting
 - Experience with Excel and Quickbooks
 - Detail and task oriented with outstanding organization and multi-tasking skills
 - Must be highly collegial and team-oriented
 - Strong communication skills
 - BA in business, finance or related field preferred; experience may be substituted for education
 - A growing personal commitment to Jesus Christ, community and God's work in the world
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Salary: \$42,000 to \$50,000 DOQ

Visit nhmin.org/careers to apply.

