



Finance Manager

Healthy Acadia, a community health coalition serving Maine's Hancock and Washington counties, seeks an experienced Finance Manager to join a dynamic team passionate about making it easier for all people to lead healthier lives. Reporting to the Finance Director, the Finance Manager provides collaborative leadership in several areas of financial management. Responsibilities include the general ledger, accounts receivable, and accounts payable. The right individual must be highly motivated, and must have strong demonstrated experience with non-profit accounting and Federal and State grant compliance and reporting.

Responsibilities:

The Finance Manager provides collaborative and supportive financial management to the managers of Healthy Acadia's programs and partnerships, ensuring the success of the programs and responsible compliance with their contractual requirements. The incumbent will:

- Serve as the primary contact and liaison with the external auditors in conducting the annual audit (includes Federal A-133 audit and State MAAP audit); provide support for the annual 990 information return preparation.
- Provide accurate and timely financial recordkeeping and reporting in compliance with generally accepted accounting principles (GAAP). Stay current with all Federal and State regulations regarding grants administration and audit requirements.
- Prepare and maintain all the schedules and reports required to ensure that all financial audits and tax filings are well-prepared, accurate, and on-time.
- Represent Healthy Acadia's mission and programs accurately to a variety of community stakeholders.
- Maintain accounts receivable and payables, cash receipts, payroll, general ledger and related subsidiary ledgers, financial reports and tax filings following Healthy Acadia policies and procedures.
- Prepare entries to the general ledger and various subsidiary ledgers. Reconcile with source documents and transactions to ensure accuracy and resolve any discrepancies.
- Review and reconcile all accounts monthly.
- Track daily cash balances and maintain a cash flow forecast to ensure adequate funds are available to meet operating requirements.
- Prepare monthly financial statements for management and Board of Directors.
- Prepare monthly, quarterly and annual financial reports for various State and Federal agencies.
- Prepare quarterly and annual reports for various State and Federal grant awards and prepare annual application for indirect cost rate.
- Assist Finance Director in preparation of annual budget, prepare specific actual to budget spending comparisons for each grant, monitor and research individual grant variances and provide explanations and coordinate plans of correction.

- Prepare schedules and coordinate the annual financial audits and provide financial data for program audits.
- Monitor Federal and State program expenditures, ensure compliance with Uniform Guidance Cost Principles, and provide ongoing staff education around these same requirements and principles.
- Develop and implement practices to oversee grant expenditures at sub-award partner organizations and ensure compliance with Federal and State regulations.
- Check all new vendors against Federal and State excluded parties listings. Perform quarterly checks for all active vendors.
- Assist with grant development and provide financial data for new grant proposals.
- Develop and implement new financial policies and procedures as required to maintain adequate internal controls.

Qualifications and Experience Sought:

- Bachelor's degree in Accounting, Finance, Business or related field required. Master's degree in relevant field or CPA preferred. Experience with non-profit accounting and Federal and State grant compliance and reporting.
- Familiar with generally accepted accounting principles and non-profit accounting.
- Familiar with labor and personnel laws and practices.
- Proficiency with QuickBooks, preferably a certified user or eligible for certification.
- Proficiency and flexibility with office technology including Macs, conference calls, Microsoft office suite and web-based applications.
- Patient, personable and approachable. Able to work with diverse people, and to build and maintain strong working relationships with both internal and external partners.
- Highly self-motivated with the ability to work independently.
- Able to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently.
- Ability to exercise good judgment and be responsive to time-sensitive organizational priorities and competing demands.
- Strong communication skills with the ability to listen well, and write and speak effectively.
- Collaborative leadership; able to contribute to a high functioning team environment.
- Ability to manage and disseminate information accurately and effectively.

This is a full-time (exempt) position that is based in Healthy Acadia's Ellsworth office and offers competitive salary, benefits and opportunity for growth. Vehicle & occasional travel throughout Hancock and Washington counties required; some statewide travel and occasional weekend and/or evening meetings expected. To apply: Email in a single attached document a cover letter, resume and contact information for three professional references to: jobs@healthyacadia.org. Deadline for application is 5:00 pm, June 21, 2019; or when suitable candidate is found.

Healthy Acadia is a 501c3 charitable organization. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.