



**Credit Builders Alliance
Job Description**

Title: Finance Manager

Type: Full Time Exempt

Reports to: Chief Operating and Strategy Officer

Supervises: Bookkeeper, Key Third Party Vendors

Position Summary: The Finance Manager leads the oversight and management of all accounting and finances for CBA and its affiliate, CBA Fund. As a key member of the management team, the Finance Manager is responsible for both organizations' budgets, financial management policies and procedures, as well as for providing guidance on grant and contract budget development, and pricing to ensure financial sustainability of current and new programs and products.

Essential Duties:

1. Financial Management (65%)

- Oversee, manage and develop CBA's and CBA Fund's budgeting, financial management and financial reporting, including information required by CBA's senior leadership team, board, funders and other stakeholders.
- Oversee CBA's and CBA Fund's day-to-day bookkeeping and annual audit processes.
- Review and provide recommendations on financial viability of existing and new business opportunities.
- Support resource development efforts including defining and implementing fundraising and contract/consulting budget goals and strategies, including assessing and providing guidance on equity and debt financing options for both CBA and CBA Fund.
- Oversee monthly and one-off invoicing and vendor payables.
- Cultivate and manage ongoing relationships and relationships with CBA's banking institutions. Explore and ensure CBA financial investment opportunities to maximize potential return on investment.
- Lead CBA and CBA Fund board financial committees in collaboration with board treasurers.

2. Payroll (10%)

- Manage and coordinate staff bi-weekly salary allocations and reimbursements.
- Serve as primary point of contact for bi-monthly payroll and expense reimbursements, and work with the Technology Specialist to explore greater efficiencies.
- Review and provide recommendations for CBA's benefits offerings based on best value.

3. Business Operations and Organizational Development (10%)

- Develop and supervise updating of all financial corporate policies and procedures.

- Participate in bi-weekly senior management team meetings to provide insight and guidance to plans for CBA and CBA Fund growth and development.
- Work with Chief Program Officer and Chief Technical Officer to develop and support their capacities to manage their team's budgets.
- Oversee CBA's collections process for members and vendors whose payments are late.

4. Staff and Contractor Supervision (10%)

- Oversee and manage ongoing relationships with CBA's contracted third party payroll provider, bookkeeper, accounting firm, and auditors.
- Develop and maintain staffing plan, job descriptions, and performance standards for direct reports, contractors and consultants.
- Foster a culture of empowerment, employee engagement, integrity, teamwork and accountability in all aspect of business operations.
- Act as a resource for training and guidance to staff to improve customer deliverables.

5. Other duties as assigned (5%)

Qualifications and Essential Skills

Required:

- BA in accounting, business or finance or other mission-related field
- 4-5 years of experience in finance or accounting position, preferably in a financial field
- Experience using QuickBooks and Salesforce
- Experience developing, managing and completing concrete projects
- High attention to detail, strong ownership of quality of work product
- High degree of integrity, initiative, analysis and problem solving skills
- Excellent communication skills
- Pleasant demeanor and ability to work as part of a team with changing deadlines and priorities

Desirable:

- Experience in credit or micro-finance related field
- MBA or related degree

Other Requirements:

- Domestic Travel 10%
- Ergonomics: Typical office duties using a telephone and computer.

CBA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.