Finance Manager

Job Description

A USA based non-profit is looking for a reliable Finance Manager who will oversee all federal/state and private grants compliance requirements, recommend financial and accounting policies, operational/administrative revenue and expenses accounting, tracking and approval, supervise audit, perform analysis, review variances, and prepare budgets.

Responsibilities

- Oversee cash flow planning and ensure availability of funds as needed.
- Advise on and oversee investment activities and provide strategies that the company should take.
- Analyze revenue, expense and the company’s actual performance compared to the business plans.
- Develop trends and projections for the firm’s finances.
- Manage the preparation of the company’s budget.
- Engage the finance committee of the board of directors to develop short, medium and long-term financial plans and projections.
- Develop and implement appropriate financial internal controls and procedures.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
- Ensure legal and regulatory compliance regarding all financial functions, including proper filing of federal and state tax returns.

Skills

- Proven experience as a Financial Manager of at least 5 years.
- Working knowledge of all statutory legislation and regulations
- BS/MA degree in Finance, Accounting or Economics

Job Type: Full-time

Location: Houston, Texas, USA