



United Way of
Dubuque Area Tri-States

JOB DESCRIPTION

Position Title:	Manager of Finance and Administration
Reports To:	President/CEO
FLSA Status:	Full-Time Exempt
Approval Date:	

POSITION SUMMARY:

The Manager of Finance & Administration supports the mission of the organization. This position is responsible for leading the financial functions of the organization and maintaining fiduciary integrity. This individual will also plan, direct, and coordinate the goals and objectives of this department. In addition, the Manager of Finance and Administration will serve as the lead staff person for all volunteers and staff involved within the scope of Finance & Operations as defined by the President/CEO.

KEY AREAS OF RESPONSIBILITY:

- Develops and coordinates operating and capital budgets
- Manages campaign finances
- Oversees the cash flow including all banking functions and administration of short-term investment activities
- Plans workflow and deadlines for finance activities
- Prepares and presents monthly financial reports and analysis to Finance Committee and/or Board
- Maintains internal control procedures
- Assists with securing grant funding
- Manages maintenance of campaign software for roll-over and major system updates
- Administers staff compensation and benefits plans
- Manages administrative staff and office operations
- Performs additional duties as assigned by the President/CEO

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- Bachelor's degree in accounting or related field plus minimum 2 years of accounting experience (preferred)
- Associate degree in accounting or related field plus 5 years of experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with minimal direction utilizing analytical and reasoning skills, problem solving, analysis
- Ability to handle multiple priorities simultaneously and meet established deadlines
- Skillful attention to detail
- Ability to exercise independent judgement and adhere to strict confidentiality
- Working knowledge of QuickBooks and Microsoft office programs, including Excel, and keyboarding proficiency
- Knowledge of or ability to learn detailed aspects of campaign system software
- Ability to work well with others
- Strong verbal and written communication skills

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Physical: Travel as required

Auditory/Visual: Hearing, vision and talking

When applicable and appropriate, consideration will be given to reasonable accommodations.

ORGANIZATIONAL CORE COMPETENCIES: The following are characteristics every member of United Way of Dubuque Area Tri-States is expected to possess regardless of position, function, or level of responsibility.

1. **Inclusiveness**—The ability to work effectively and promote equity among diverse group of colleagues and other constituents.
2. **Results Orientation**—Setting/Accepting challenging goals, focusing efforts on meeting, or exceeding them and being energized by achieving and maintaining a high level of performance.
3. **Adaptability and Resilience**—Openness to alternative solutions and modifying one's preferred way of doing things; responding positively to change and stress.
4. **Communication**—Presentation of idea in a style that is effective, clear and to the point keeping the attention of others and taking recipients' perspectives into consideration.
5. **Teamwork**—The ability to work cooperatively and constructively with peers.

6. **Job Knowledge and Skills**—Demonstration of a body of job-related knowledge (functional, technical, or managerial) required for the position and a willingness to expand, use, and share skills.
7. **Fostering Constituent Relationships**—Building and maintaining positive relationships with internal customers, donors, community representatives, partners, volunteers, and other stakeholders; focusing on determining needs and striving to meet them.
8. **Analytical Thinking and Problem Solving**—Approaching issues logically to gain a thorough understanding of a problem or opportunity including gathering and analyzing information needed to make sound, timely decisions.
9. **Process/Project Management**—The ability to figure out processes and methods to get things done efficiently, translating strategic and organizational goals into actionable objectives, work, and project plans.
10. **Political Astuteness**—Understanding and navigating political power and decision-making dynamics to achieve objectives.
11. **Team Leadership**—The ability to energize a team and build commitment to work positively and cooperatively towards the achievement of organizational objectives.
12. **Influence and Impact**—Generating enthusiasm and persuading others to support ideas, commitment to objectives, projects, and solutions.
13. **Strategic Thinking and Vision**—Developing long-term objectives and strategies for meeting goals; analyzing the organization’s position by considering trends, strengths, and weaknesses.

EMPLOYEE ACKNOWLEDGEMENT:

I confirm that I have received a copy of this job description and acknowledge my responsibility to review it and to discuss and questions with my Supervisor.

Employee Name: _____

Signature: _____ Date: _____

The statements contained in this document are intended to describe the general nature and level of work being performed by a colleague assigned to this description. They are not intended to constitute a comprehensive list of functions, duties, or local variances. Management retains the discretion to add or to change the duties of the position at any time.