

**BIVONA CHILD ADVOCACY CENTER (BCAC)**

275 Lake Avenue  
Rochester, NY 14608  
(585) 935-7800  
[www.BivonaCAC.org](http://www.BivonaCAC.org)

**POSITION DESCRIPTION**

**POSITION TITLE:** Finance Manager

**DATE PREPARED:** January 2010

**FLSA STATUS:** Full time, exempt

**GENERAL DESCRIPTION:**

Position is responsible for all accounting/bookkeeping duties and serves as financial assistant to the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Full charge responsibility for closing the books and preparing accrual basis financial statements monthly and annually; includes preparing all bank reconciliations, required journal entries and maintaining the fixed asset ledger.

Prepares bank deposits on a regular basis, including taking deposits to the bank.

Enter all accounts payable/receivable/payroll transactions into QuickBooks, classify in accordance with Agency policy and render payment on A/P and track A/R

Monitor payroll and reconcile any discrepancies

Maintain all vendor files related to vendor invoices, check remittances, transaction journals and check registers

Assist Executive Director with input and preparation of the annual budget

Prepare all supporting schedules as required for the annual audit and tax return; Form 990

Ensure adherence to all Internal Control policy and procedures

Prepare correspondence, maintain records and respond to requests related to all Federal and State governmental and regulatory agencies

Prepare cost/income analysis for fundraising events and prepare thank you letters for all donations

Meet with Executive Director on a monthly basis to review QuickBooks activity and monthly financial statements prior to submission to the Finance Committee. Distribute reports to BCAC Finance Committee and Board members; participates in monthly Finance committee meetings including agenda preparation and minute taking.

Maintain high level of confidentiality with respect to patient/family information, donor identity information and agency financials

Conform with and abide by all regulations, policies and work procedures and instructions

**EDUCATION AND EXPERIENCE:**

Bachelors degree with three years finance/bookkeeping experience, preferably with a non profit organization.

Experience with automated accounting systems such as QuickBooks

**SKILLS, KNOWLEDGE, AND ABILITIES:**

Proficient with QuickBooks or comparable accounting software

Strong attention to detail and a high degree of accuracy

Ability to work independently and efficiently manage one's time to accomplish required tasks

Ability to analyze data and make informed recommendations.

Outstanding computer skills with knowledge of Microsoft Office and familiarity with office equipment

Excellent interpersonal, written and verbal skills

Ability to work flexible hours and to travel locally

Preferred knowledge of child abuse systems, including health and human service agencies

**ORGANIZATIONAL STRUCTURE:** Position reports to the BCAC Executive Director.

This job description in no way implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.