

Chesterfield Food Bank Outreach Center
Job Outline
Finance Manager (Part-Time)

Position Title: Finance Manager

Organization: Chesterfield Food Bank Outreach Center (CFBOC)

Employment Type: Part-Time

Reports To: Executive Director

Hours: 25 hours weekly

Pay Range: \$18-\$23 hourly

Position Summary

The Finance Manager will oversee and manage the financial operations of the Chesterfield Food Bank Outreach Center on a part-time basis. This role is critical to ensuring the financial health and transparency of the organization. The Finance Manager will manage day-to-day bookkeeping, payroll, and reporting using QuickBooks, while also supporting the organization's capital campaign and working collaboratively with third-party accounting partners and internal teams.

As a vital member of the CFBOC team, the Finance Manager will also support grant writing efforts by providing accurate financial data, track multiple funding sources, and prepare necessary reports to support organizational goals. This position is ideal for a professional with a passion for serving the community through food banking and non-profit finance.

Key Responsibilities

Accounting and Financial Management

- Maintain accurate financial records using QuickBooks, ensuring compliance with non-profit financial standards.
- Work with the organization's **third-party accounting company** to manage financial operations as needed.
- Reconcile accounts, including charitable giving platforms such as Fundraise Up, PayPal, and other donor systems.
- Manage finances related to the **capital campaign**, maintaining separate accounts and providing detailed reports.
- Process payroll and oversee accounts payable and receivable.

Budgeting and Financial Planning

- Assist the Executive Director and other designated personnel in developing and monitoring the **annual budget**.
- Analyze expenditures and provide financial insights to inform strategic decision-making.

Reporting and Compliance

- Prepare weekly financial updates for team meetings and create monthly, quarterly, and annual reports.
- Provide financial updates and reports for **board meetings**, either in-person or by supplying detailed documentation.
- Ensure financial compliance with non-profit regulations and grant funding requirements.

Grant Support

- Collaborate with the **grant team** to provide timely and accurate financial data required for grant applications and reports.
- Ensure financial information aligns with grant submission requirements and organizational goals.

Capital Campaign Management

- Work with the capital campaign team to manage and report on campaign-specific funds.

- Maintain transparency and compliance by preparing separate financial reports for the capital campaign.

Team Collaboration and Support

- Serve as a financial liaison to the Development Department, providing insights and data to support fundraising efforts.
- Participate in weekly organizational meetings, presenting financial updates and contributing to discussions.
- Collaborate with internal and external teams to align financial practices with organizational objectives.
- The Executive Assistant will operate as back-up for the minimum duties of the Finance Manager if they are out of the office.

Desired Qualifications

Education and Experience

- Bachelor's degree in Accounting, Finance, or a related field (preferred).
- Previous experience in non-profit bookkeeping, accounting, or financial management is highly desirable.
- Proficiency in QuickBooks and familiarity with charitable giving platforms such as Fundraise Up, PayPal, and other systems.
- Experience working with capital campaigns, grant funding, or similar initiatives is a strong advantage.

Skills and Competencies

- Knowledge of non-profit financial practices, including grant reporting and donor restrictions.
- Strong organizational and analytical skills with a high degree of accuracy and attention to detail.
- Ability to present financial data clearly to various audiences, including staff, board members, and external stakeholders.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across teams.
- Capacity to adapt and manage multiple priorities in a fast-paced environment.

Key Requirements

- Ability to attend **weekly team meetings** and participate in **board meetings** as needed, either in person or through reports.
- Availability to manage **part-time hours** with flexibility during critical periods such as grant reporting deadlines or capital campaign initiatives.
- Passion for supporting a mission-driven organization and contributing to the fight against food insecurity.

Compensation

This is a part-time position. Compensation will be commensurate with experience and aligned with the organization's non-profit mission.