

**Position:** Finance and Administration Manager  
**Supervised by:** Chief Operating Officer  
**Supervision exercised:** None  
**Classification:** Full-time, Regular, Exempt

**The National Alliance to End Homelessness** (the Alliance) is a nonprofit, non-partisan organization committed to ending homelessness in the United States. The Alliance advances knowledge and educates opinion leaders about solutions to homelessness; works collaboratively with public, private, and nonprofit partners to develop and advance policy solutions to homelessness; and builds the capacity of communities across the country to achieve their goal of preventing and ending homelessness.

#### **POSITION SUMMARY:**

The Finance and Administration Manager supervises daily operations of accounting department, including, processing payables, bank reconciliations, monthly closings and monthly financial statements for the Alliance. The Finance and Administration Manager is also responsible for certain human resources and administration functions. This position reports to the Chief Operating Officer.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **Accounting and Finance:**

- Directs all day-to-day accounting functions and operations
- Ensures compliance with all accounting standards and rules
- Assists with preparation and monitoring of budget
- Completes monthly journal entries
- Ensures payroll recorded correctly to the general ledger
- Prepare and analyze financial statements and prepare financial reports for management and board use
- Posts cash receipts and lockbox receipts
- Monitors cash flow and prepares bank reconciliations
- Prepares account reconciliations on a monthly basis
- Reconciles company credit card expenses and ensures receipt of appropriate documentation on a monthly basis
- Directs payables function and reviews certain payables
- Prepares indirect cost allocation to programs and support services on a monthly basis
- Coordinates annual audit and maintains good working relationship with auditors throughout the year
- Ensures compliance with state filings for charitable solicitations
- Monitors trends in accounting and finance
- Works closely with Chief Operating Officers and performs other duties as assigned

##### **Human Resources**

- Manages onboarding process
- Works with outside payroll processor, ADP, to ensure payroll processed correctly (including ensuring that employee time and benefits are correctly transmitted to ADP)
- Works with benefits broker and seeks competitive bids for benefits program

##### **Facilities management:**

- Serves as liaison with building management for security, maintenance, etc.

## **QUALIFICATIONS**

- Bachelor's degree in accounting or finance required
- Understanding of generally accepted accounting principles
- CPA desired
- Excellent communication and computer skills
- Good knowledge of Quickbooks or other accounting software, Microsoft Excel and Word
- 5 years or more of non-profit management experience
- Supervisory experience with willingness to mentor junior staff
- Self-starter, eager to make an impact and partner with program leaders and COO to drive efficiencies and teamwork surrounding financial management and reporting
- Enthusiasm about working on the project of ending homelessness in the United States

**To Apply:** Send résumé, cover letter, and three references to:

National Alliance to End Homelessness  
Finance and Administration Manager Job Search  
[jobs@naeh.org](mailto:jobs@naeh.org)