



Position: Manager, Finance

Location: Remote

Employment type: Full-time, Exempt

Reports to: Specialist, Finance

Apply by: March 10, 2023

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high-quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Manager, Finance reports to the Specialist, Finance and serves as an integral member of the operations team. The Manager, Finance is responsible for supporting financial operations of the organization and providing timely contractual and financial data to EdReports.org's educator subcontractors. This position provides a unique opportunity for an independent thinker who has strong organizational and project management skills, enjoys sweating the details without losing sight of the big-picture, and wants to contribute to the success of a growing organization.

Key Responsibilities

Internal Finance Processes Management - 75%

Accounts Payable - 20%

- Manage the centralized accounts payable process for all staff to submit invoice requests for payment;
- Work with relevant staff to create vendor profiles with proper documentation; and
- Maintain vendor records in financial system and submit all compliant invoice and expense payments, as needed.

General Contract/Invoice support - 20%

- Run weekly reports in Salesforce and send applicable contract suite documents to consultants, including Master Services Agreement, Statement of Work, Modification and Termination and process and file the completed documents within applicable database;
- Run weekly reports in Salesforce and send applicable invoice templates to consultants, including Mid-Cycle, Final and Hourly invoices and process and file the completed invoice within applicable database;
- Maintain accurate consultant records and update appropriate vendors, as

- needed; and
- Review and verify annual 1099 report in collaboration with Specialist, Finance and Financial Accountant, as needed.

Routine Financial Data - 15%

- Review and prepare month/quarter end close reports, and supporting data in collaboration with Specialist, Finance and Financial Accountant, as needed; and
- Create and maintain systems to ensure compliance with GAAP, and Auditor recommendations.

Credit Card Maintenance - 15%

- Download and file monthly credit card statements and send to applicable cardholders;
- Update applicable monthly credit card trackers; and
- Review monthly credit card submission(s) for proper reconciliation and follow up with staff in collaboration with Specialist, Finance, as needed.

Reimbursements - 5%

- Manage the external reimbursement and Special Guest Reimbursement procedures by ensuring timely reimbursement, compliance against applicable travel policy, and obtaining proper documentation; and
- Provide support to staff who are receiving reimbursements from third parties, to be prepared in advance, and submit reimbursement according to event and partner instructions.

Vendor Management - 15%

- Create and maintain the Vendor Module database for all Operations and organization-wide vendors;
- Support organizational use of the Vendor Module through training, resource building, and system maintenance;
- Track active contracts and schedule alerts with pertinent contract information, as needed; and
- Oversee the historical data project of entering prior vendor relationships and contracts into the Vendor Module database, collaborating with relevant staff, as needed.

Organizational Support - 10%

Executive Team Financial Support - 5%

- Manage executive team expense reporting and credit card reconciliation process; and
- Assist executive team with credit card reports, and expense reimbursement needs.

Other Support - 5%

- Support Specialist, Finance with maintaining financial details of funder records, including cash receivables, and restricted budget tracking; and
- Support organization with obtaining electronic signatures for policies, vendor contracts, media releases, etc.

Salary

The salary for this position is \$79,000 annually. At EdReports, in determining a final salary for a position, we consider the role and the experience and skill needed while striving to maintain equity in our compensation bands. For this and other reasons, our salary offers are non-negotiable.

Travel

National travel will occur related to organizational needs and for professional learning, as needed. Amount of travel will be monitored to ensure it is appropriate for both the organization and the Manager, Finance.

Qualifications

- Passion for the EdReports' mission and vision;
- Demonstrated record of strong written and verbal communication with various audiences;
- Professional experience with systems management, particularly with supporting multiple staff;
- Exceptional attention to detail;
- Ability to work independently and collaboratively;
- Track record of delivering quality work on time;
- Fluent in online platforms (MS Office suite, Google suite, Salesforce preferred); and
- Prior experience in finance, accounting, and/or business-related role preferred, but not required.

Physical Requirements

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading.