

## **Finance Manager**

We are looking to hire an experienced Finance Manager to join our team.

Meals on Wheels, Etc. is a 501c-3, serving seniors in Seminole County, FL. We provide Home Delivered Meals, Neighborhood Dining, Transportation, Homemaking, EHEAP, Weatherization, and Chore programs. We operate our own scratch kitchen and prepare meals for our clients. We also operate Top Hat Catering as a social enterprise to help fund our charitable programs.

### **Responsibilities for Finance Manager**

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions).
- Prepare monthly and quarterly management reporting.
- Participate in strategic data analysis, research, and modeling.
- Support project analysis, validation of plans, and ad-hoc requests.
- Manage the company's financial accounting, monitoring, and reporting systems.
- Ensure compliance with accounting policies and regulatory requirements.
- Lead and support budget process.
- Develop and produce budgets for grant proposals.
- Lead and support grant reporting process.

### **Qualifications for Finance Manager**

- Bachelor's degree in Finance or Accounting; CPA a plus
- 5-8 years of experience in accounting and/or financial analysis
- Ability to synthesize large quantities of complex data into actionable information.
- Ability to work and effectively communicate with staff and board members.
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of Quickbooks
- Strong demonstrated use of Excel, Word, and PowerPoint

### **Salary**

Full time position (40 hours per week, Monday-Friday)

Salaried including Benefits, Paid Time Off (PTO), and mileage reimbursement.