



Finance Manager

Job Description

Position Overview:

The Finance Manager reports to the Chief Operating Officer and plays a critical role in overseeing the internal financial function at Gideon's Promise. This full-time, salaried position is responsible for managing day-to-day financial operations, including payables and receivables, billing and collections, financial reporting, budgeting support, and coordination with the external CPA firm. The Finance Manager serves as the internal financial lead, ensuring that all practices align with organizational policies, funder requirements, is responsible for audit preparation, 990 support, ensuring compliance with GAAP standards and applicable GASB pronouncements (such as GASB 87 and 96).

Financial Responsibilities and Oversight

- Produce, analyze, and manage monthly and annual financial statements in coordination with the external CPA firm.
- Ensure accuracy and compliance with internal policies and U.S. GAAP standards and applicable GASB pronouncements (such as GASB 87 and 96).
- Perform and supervise all accounts payable and accounts receivable/cash receipt functions, including billing and collections.
- Monitor financial investments in collaboration with the Board Treasurer and Financial Advisor, in accordance with the organization's investment policy.
- Assist with the annual budgeting and planning process, track and report on budget vs. actuals throughout the year.
- Monitor progress of and changes to financial plans; keep senior leadership informed of the organization's financial position.
- Coordinate with the external CPA firm to ensure timely and successful completion of the annual external audit and IRS Form 990 filings.
- Propose and evaluate revenue models that support organizational sustainability and service expansion.
- Collaborate with program and departmental leaders to improve financial workflows, reporting tools, and systems integration.
- Support staff with training on accounting principles, financial policies, and budget processes.
- Implement and manage financial reporting systems (e.g., QuickBooks, Zoho Books).
- Maintain steady cash flow through accurate billing schedules and proactive collection practices.

- Partner with cross-functional stakeholders to ensure smooth integration between finance and CRM platforms like Salesforce.
- Maintain audit-ready documentation and ensure strong internal controls are followed throughout all financial processes.

Experience and/or Knowledge, Skills, and Abilities Required

- At least 3–5 years of experience in nonprofit or small business financial operations.
- Thorough understanding of full-cycle accounting and nonprofit GAAP principles and GASB pronouncements.
- Experience preparing internal financial reports and supporting external audits.
- Proficiency with QuickBooks (required); familiarity with Zoho Books and Salesforce preferred.
- Strong analytical skills and attention to detail.
- Ability to work independently while managing multiple priorities and deadlines.
- Strong communication skills, including the ability to explain financial information to non-financial staff.
- Commitment to mission-driven work and personal integrity in managing financial data.

Minimum Qualifications

- Bachelor's degree in Finance, Accounting, Business, or a related field.
- High level of proficiency in Microsoft Excel and the full Microsoft Office Suite (Word, Outlook, PowerPoint).
- Strong technology skills and comfort working with financial systems.
- Ability to work effectively across teams and with external partners.

Compensation and Company Offers

Salary range: \$75,000 to \$85,000, commensurate with experience and qualifications.

Comprehensive benefits package includes:

- Medical, dental, and vision insurance
- Life insurance
- 401(k) retirement plan
- Paid vacation, personal time off, and holidays

Contact us to apply:

Please provide a copy of your resume to info@gideonspromise.org and cover letter with a brief description about why you are the best candidate for this role.