



**JOB TITLE:** Administrative Finance Manager

**DEPARTMENT:** Administration

**JOB CLASSIFICATION:** Fulltime Exempt

**ACCOUNTABILITY:** Executive Director

The Administrative Finance Manager maintains the financial integrity of the Animal Refuge League of Greater Portland (ARLGP) by ensuring the accurate and timely accounting of finances.

The individual is a full participant in achieving our life saving mission with responsibility for all accounting functions, coordination of the management of our assets and expenditures, and the execution and oversight of our operational processes and systems.

**Responsibilities:**

Analyze and present financial reports in an accurate and timely manner; oversee all financial, project/program, and grants accounting.

- Oversee the annual budgeting and planning process in partnership with the leadership team to develop realistic and achievable budgets.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue, costs, program budgets, and actual expenditures.
- Coordinate audits and ensure legal and regulatory compliance regarding all financial functions.
- Maintain the integrity and compliance of governance policies, licenses, and related documents.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for distribution and review.

- Manage organizational cash flow and forecasting by working in partnership with directors and managers. Continuously collaborate with senior leadership to assess the financial efficacy of program operations and strengthen current finance systems to support program operations.
- Update and implement all necessary business policies and accounting practices; improve the accounting department's overall policy and procedure manual.
- Evaluate and oversee risk management and insurance issues.
- Oversee all payroll processes, record keeping and reporting functions including workers compensation, FMLA, and employment verification and evaluation.
- Work closely and transparently with all external partners including third-party vendors and consultants for IT, risk management and insurance companies.

### **Qualifications**

- Minimum of a BA, ideally with a finance related degree
- 5 + years of experience in financial management
- A successful track record in setting priorities, highly organized, with strong time management skills
- Strong analytic, organization, and problem-solving skills, which allow for strategic data interpretation and sound decision-making versus simple reporting
- A multi-tasker with the ability to wear many hats in a fast-paced environment. Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Exercise a high degree of integrity in managing confidential and sensitive information