

JOB DESCRIPTION

Job Title: Manager of Finance and Administration
Departments: Operations – Finance, Human Resources, Technology
Reports to: Executive Director
Hours: Full Time In Office



Job Summary

The Manager of Finance and Administration is responsible for managing the day-to-day functions in Finance, Human Resources, and Building Management. This role ensures organizational efficiency and effectiveness by developing streamlined systems, processes, and documentation that support a positive workplace culture. The Manager also assists with the creation of internal policies, forms, and user guides.

Supervisory Responsibilities: Bookkeeper, Custodial Staff

Financial and Facility Management Functions

- Oversee daily banking operations and approve transactions
- Manage organization-wide purchasing
- Prepare monthly financial reports for distribution
- Administer annual service contracts and renewals
- Work with outside consultants on preparation and processing of annual audit, 990, form 5500, and insurance renewals
- Draft agency's annual operating budget in collaboration with the Bookkeeper and Executive Director
- Support Executive Director in preparing the annual Allocations request
- Oversee grant applications in partnership with Grant Manager, developing program budgets for applications/reporting
- Coordinate external vendors for building maintenance and repairs

HR/Payroll Support Functions

- Perform internal customer service functions by answering staff requests and questions
- Administer online job postings, interviews, and hiring of new employees
- Onboard new hires, maintain personnel files, and facilitate offboarding processes
- Provide new staff orientation covering payroll/benefits and technology (network/equipment/phone)
- Enter, maintain, and process information in the payroll system and 403(b) system
- Monitor staff hours for 403(b) eligibility; assist staff with enrollment into defined contribution plan

Technology Support Functions

- Provide support for staff on systems and processes
- Act as liaison with third party vendor for installation and support of hardware/software, printer, and accessories
- Maintain technology inventory and support tracking spreadsheets
- Administer internal phone system and voicemail settings

Jewish Family Service of the Lehigh Valley, 2004 West Allen Street Allentown, PA 18104

Required Skills/Abilities

- Experience in nonprofit accounting, Microsoft Office, QuickBooks online
 - Basic understanding of Generally Accepted Accounting Principles (GAAP)
 - Exceptional organizational, communication, and interpersonal skills
 - Excellent writing and documentation skills, with ability to adhere to deadlines
 - Advanced problem solving and analytical skills
 - Process oriented, focusing on accuracy and attention to detail
 - High level of discretion in handling sensitive and confidential information
 - Ethics: Treats people with respect and maintains confidentiality; keeps commitments; inspires the trust of others; works with integrity and upholds organizational values
-

Education and Experience

- Bachelor's degree required
 - Relevant experience in finance, operations, personnel, and systems management
 - Minimum 3 years of non-profit work experience preferred
-

Compensation and Benefits

- **Salary:** Commensurate with experience
- **Benefits:** 403(b), Paid Time-Off
- **Health Insurance:** Employer sponsored coverage

To apply: Please send your resume and cover letter to employment@jfslv.org