



United Way of Central and
Northeastern Connecticut

Job Posting Finance Manager

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Community Engagement and Marketing team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

We are searching for a **Finance Manager** who's a strategic thinker, mission-driven, team-oriented and has a 'can-do'/solution orientation. The Finance Manager would be excited by working in a fast-paced environment, managing multiple priorities and identifying innovative ways of leading the charge of accurate back office processes and fiscal reporting in a transparent and accountable manner. The Finance Manager is responsible for applying the principles of accounting to support the processing of financial information of United Way of

Central and Northeastern Connecticut (UWCNCT), analysis, preparation, and data/process integrity.

As **Finance Manager**, you will:

- Be an integral member of both the finance and development teams reporting to the Controller
- Assist the Controller in compiling financial information to prepare entries to account documenting business transactions; including campaign revenue and receipts processed outside of the general ledger system.
- Analyze financial information processed in our various information systems and provide detailed analytics to assist Controller and Chief Operating Officer in making decisions based on data
- Monitor compliance with generally accepted accounting principles, United Way Worldwide guidelines, industry best practices and company procedures.
- Work with Controller to install, modify documents and coordinate implementation of accounting systems and accounting control procedures. Conduct studies and submits recommendations for improving the organization's accounting operation.
- Assist Controller in interactions with independent auditors, provides support for year-end audit, and assists in the preparation of the IRS Form 990.
- Collaborate with other departments to achieve organizational goals
- Assist Controller with the planning, development and administration of internal planning (budget) process. This process includes on-going financial forecasting for current fiscal year used by senior management for decision making regarding award funding and business operations.
- Track campaign and provide analysis of campaign giving trends as needed for senior management, volunteer presentations and impact to the financials.
- Lead on United Way Worldwide annual database survey.
- Assists with grant financial reporting.
- Provides back-up for accounts payable and payroll processing.
- Performs other duties as required.

About you:

- Bachelor's degree in accounting, finance, business required. Working knowledge of fundamental accounting concepts, practices and procedures required.
- Minimum of three to five years of detailed accounting and forecasting experience required.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization, customers and clients.
- Emotionally intelligent, with a curious, can do attitude
- Ability to bring structure to unstructured activities. Ability to calculate figures and amounts such as discounts, interest and percentages.

- Advanced computer knowledge of Microsoft excel (including pivot tables), power point and outlook is required. Knowledge of automated general ledger systems.
- Forward-thinking with the ability to drive strategy, implement tactical planning and take action
- Proficiency in Microsoft customer relationship management (CRM) and Serenic preferred.
- Excellent verbal and written communication skills, personal organization, problem-solving and fact-finding skills. Exceptional attention to detail.
- Ability to work in a fast-paced environment, juggle competing priorities, and able to react and adjust quickly to changing conditions.
- Ability to keep composure with the public and co-workers in everyday, stressful situations and balance competing priorities.
- Strong customer focus in all tasks and activities, even while at times under pressure.
- Solid relationship management skills enhancing internal organizational relations, external community interactions.
- Ability to relate well with people from diverse groups.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
Human Resources
30 Laurel Street
Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.