

**Pittsburgh Community Benefit Organization (CBO) Collaborative**  
Shared Finance Manager Job Description

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The Pittsburgh Community Benefit Organization (CBO) Collaborative is implementing a shared services strategy to jointly hire a full-time Finance Manager by four Member organizations (“Members”):

- Bloomfield Development Corporation
- Lawrenceville Corporation
- Lawrenceville United
- New Sun Rising

The purpose of the Collaborative is to allow the participating organizations to have access to a shared Finance Manager to provide a consistent and professional level of operational and financial processes and grant administration that each organization cannot afford individually. The goal of this shared role is to develop a sustainable model of collaboration that brings increased consistent and professional administrative infrastructure to community-serving based organizations in the Pittsburgh region.

The Finance Manager will be supported by staff performing bookkeeping duties as needed, who will take direction from the Finance Manager. Consistent with the goals of the Collaborative, the Finance Manager’s main accountabilities fall under two categories of Finance Administration and Bookkeeping.

**Finance Administration**

In executing these responsibilities, the Finance Manager has the overall responsibility of providing participating organizations accurate and timely financial statements. Work may be confidential in nature. Specific tasks may include:

- Weekly
  - Enter/make deposits
  - Pay vendor invoices
  - Enter credit card charges
  - Update cash accounts
  - Manage Accounts Receivable
  - Customer Invoicing
  - Manage part-time bookkeeping support staff
- Monthly
  - Enter Payroll allocation by program
  - Enter Benefits allocation by program
  - Reconcile bank accounts
  - Reconcile Credit Card charges, pay bill
  - (When applicable) reconcile and remit sales tax
- Month End Close Prep Work
  - Review Contributed Support for restrictions and record appropriately
  - Review all invoices created in month for accuracy
  - Review A/R Aging for any old invoices; communicate info with staff
  - Review A/P Aging for any old invoices; communicate info with staff
  - Produce Budget vs Actual reports
  - Produce P&L reports for current month vs. budget and vs. prior month
  - Update and reconcile any Prepaid Expenses
  - Post depreciation and update fixed asset schedule for any purchases.
- Year End Audit
  - Provide audit support, pull documentation for auditor and other support
  - Make Year End Audit Entries

- Tie out audited financial statements to QuickBooks.
- Annual/General
  - Assist ED in budget, set up budget, enter in QuickBooks
  - Maintains chart of accounts and makes revisions in consultation with ED
  - Overall responsibility for the integrity of the accounting data
  - Responsible for ensuring appropriate documentation is available for all checks and deposits
  - Provide support for staff questions
  - Supervision of the integrity of the financial filing system.
  - Prepares annual 1099/1096 forms.
- Grants Administration
  - Assist the ED in tracking spending against restricted grant funding
  - Track reporting deadline, provide the ED information required to report to the Funder, and prepare financial reports and requisitions as needed

### **Required Skills, Knowledge And Competencies**

- 3 or more years of non-profit bookkeeping experience required
- Ability to communicate clearly and concisely, orally and in writing
- Ability to appropriately communicate sensitive information
- Strong interpersonal skills including – conflict resolution, consensus building, and teamwork
- Reliable attendance and punctuality
- Excellent organizational and time management skills
- Ability to manage several tasks at once and meet deadlines
- Demonstrated record of initiative, problem solving, and adaptability
- Knowledge of financial and HR functions of nonprofits
- Current CPA license and knowledge of community and economic development a plus

### **Physical Demands/Work Environment**

During Covid-19, the duties of this position will take place primarily in the employee's home. The employee will need to be present in each employee's physical work location periodically with all appropriate PPE. All organizations will adhere to the most stringent protective practices in order to keep all employees safe.

While performing the duties of this job, the employee is regularly required to walk, sit, speak, hear and utilize close vision and focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment. Employee may also be asked to run errands for the organization and will be expected to be able to complete tasks in a timely fashion with use of personal transportation.

### **Wage & Benefits**

- Full-time, salary range \$63,000 - \$67,000 commensurate with experience
- Benefits package includes paid time off, 100% covered full health benefits (medical/dental/vision), life insurance
- Simple IRA offered with up to 3% matching funds

### **Equal Opportunity Employer**

Lawrenceville United, Lawrenceville Corporation, New Sun Rising, and Bloomfield Development Corporation are equal opportunity employers. Qualified applicants who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

**To apply, please submit a cover letter and resume to [HR@LUnited.org](mailto:HR@LUnited.org) by 12/13/21.**