



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Finance Manager

A Financial Manager will work closely with the executive team in creating financial plans to help the organization stay financially stable as well as aide in the preparation of all interim financial reporting for stakeholders.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Prepare/Review monthly and annual financial reporting materials and business reporting for OPCS Board of Directors and outside agencies.
2. Assist with budgeting, financial forecasting, and cash flow for administration, existing and proposed new programs.
3. Manage a multiple person finance staff; hire and retain support staff as needed in the future.
4. Coordinate with CFO all audit/tax activities.
5. Participate in strategic planning, evaluation, and professional development initiatives.
6. Review/Prepare monthly billings for grant contracts.
7. Review/Prepare monthly journal entries.
8. Maintain quality control for CT1, the electronic health record software, as it relates to the financial reporting.
9. Other duties as assigned.

Qualifications: The Finance Manager will have at least five years of professional experience, including managing the finances of an organization. Bachelor's degree in Accounting, Business, Management, or Finance. Demonstrated experience in financial management and accounting, ideally in the nonprofit sector. Experience should include legal, audit, compliance, budget, and resource development. Proven effectiveness leading professionals in finance and accounting. Ability to multi-task while also being highly detail-oriented. Personal qualities of integrity, credibility, and a commitment to OPCS Nonprofit's mission.

Job Status
Full Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.