

UVI RTPark
JOB DESCRIPTION – FINANCE MANAGER

POSITION TITLE:

Finance Manager

POSITION SUMMARY:

The Finance Manager role is pivotal to the UVI RTPark's continued growth and profitability. He/She must work in strict adherence to company policies, rules and regulations and be committed to carry out the UVI RTPark's quality policy. He/She is responsible for, but not limited to, all areas relating to financial reporting of the RTPark. The role involves developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The position addresses tight deadlines and a multitude of accounting activities, including: timely payment of vendors and consultants, general ledger preparation, financial reporting, year-end closing, financial reporting and support of budget and forecasting activities. The Finance Manager will liaise with a variety of position levels, which requires strong interpersonal communication skills both written and verbal.

REPORTING RELATIONSHIPS:

The Finance Manager reports directly to the Executive Director of the UVI RTPark. This position may supervise and be responsible for the performance management of administrative employees and/or UVI student interns.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Leads on all accounting, financial and commercial activities of the UVI RTPark.
- Completes and directs all management accounting activities including reports, and instructions for BOD reporting.
- Completes all internal financial statements.
- Completes monthly revenue collection and A/R reporting.
- Provides reports on client collection information, documentation and collation of information on billing clients.
- Completes monthly accounts payable and check processing including for 1099 recipients.
- Advises management team on matters of fiscal procedure of importance for the UVI RTPark.
- Ensures compliance with the financial procedures of the organization.
- Completes standard year-end closing functions for the UVI RTPark.
- Obtains and maintains a thorough understanding of the financial reporting and general ledger structure.
- Ensures the timely reporting of all monthly financial information.
- Ensures the accurate and timely processing of positive pay transactions.
- Ensures that monthly and quarterly bank compliance activities are performed in a timely and accurate manner.
- Responsible for timely payments of invoices from vendors and consultants.
- Works with confidential data, which, if disclosed, might have significant internal or external effects

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Perform other duties as assigned by the RTPark Executive Director.

REQUIREMENTS:

- Knowledge of applicable federal and local financial regulations required.
Knowledge of automated accounting and financial reporting systems required.
- Ability to analyze financial data and prepare financial audits, reports, statement, and projections required.
- Demonstrated knowledge of Accounting Theory and Practice
- Working knowledge of commonly used accounting packages such as Sage or QuickBooks
- Meticulous attention to detail and accuracy in work product.
- Excellent written and oral communication skills.
- Demonstrated ability to meet aggressive deadlines.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.
- Ability to see the 'big picture' while focusing on the process and procedures necessary to produce deliverables.
- Comfortable working independently as well as part of a team.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated organizational skills for timely performance of duties with necessary attention to detail.

QUALIFICATIONS AND EXPERIENCE

Required:

- Bachelor's degree in Accounting, Finance or related field, plus five years or more of Finance, Accounting or commercial management experience.
- Experience in forecasting and budgeting.

Preferred:

- Master's degree in Accounting or Finance
- CPA designation

COMPENSATION & BENEFITS:

RTPark offers a competitive salary schedule based on qualifications and experience, along with a comprehensive benefits package to eligible staff.

The RTPark is an equal opportunity employer. Applicants from diverse cultural and socioeconomic backgrounds are strongly encouraged to apply.