



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 foodbankcny.org

Finance Manager

Position Summary:

The Finance Manager is responsible for working in conjunction with the Chief Operating Officer (CFO) to implement, monitor, and oversee the general financial operations and functions of the agency. This position reports to the CFO. Typical hours are 8:00 am - 4:30 pm, Monday - Friday.

Qualifications:

- Individual should hold a Bachelor's degree in business, specializing in accounting or finance.
- Three years' experience in general financial operations of an organization.
- Proven ability to work as part of a team.
- Strong time management skills.
- Strong knowledge of financial statements.

Essential Functions:

- Preparation and analysis of reports for internal and external constituents.
- Review and assist with the preparation of monthly vouchers, bank reconciliations, and closing processes.
- Assist with preparation and ongoing monitoring of program and agency budgets, as well as schedules and reports for annual financial audit.
- Maintain documentation of grant and restricted donation expenditures.
- Process monthly closing such as reconciling AR/AP, prepaid accounts, and accruals.
- Approve and complete required journal entries.
- Complete distribution of monthly financial statements.
- Provide oversight of and back up assistance to all other finance staff (as needed).
- Monitor bank and investment account balances, along with EFT's and PayPal donations that come in to Food Bank.

Send resume and cover letter to:

Food Bank of Central New York
Attn: Human Resources
7066 Interstate Island Road
Syracuse, NY 13209

OR: hr@foodbankcny.org