

Finance Manager – Job Description Summary

Responsible for planning, organizing, and directing all accounting and card services functions in the Finance Department. Responsible for safeguarding organization assets and fiscal record keeping. Responsible for the preparation of reports for Senior Management, the board of directors, external users, and government agencies. Monitors department policies and procedures and recommends improvements. Ensures that accounting activities are in accordance with generally accepted accounting principles, legal, regulatory, and organization procedures. Ensures that the Finance Department supports the overall goals of the organization and that finance services are delivered professionally and efficiently.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment