

Drive a Senior Southwest Position Description – Finance and Data Manager

Want to join a group of dedicated professionals, use your skills and experience to help others, and work part time with flexible hours? Come to **Drive a Senior Southwest**. We provide free transportation to seniors living independently in the greater Southwest Austin area. Last year, our network of volunteer drivers and paid van staff provided over 5,500 rides to medical appointments, social outings, and community events. Growth has enabled us to create a Finance and Data Manager position with primary responsibility for financial budgeting, forecasting, and reporting; cash and investment management; insurance coverage management; grant management; tax matters; facility arrangements; and records management. This position coordinates their work with the organization's staff and Finance Committee (FC) and reports to the Board Treasurer.

Specific responsibilities include:

1. Financial Budgeting, Forecasting, and Reporting

- Develop annual detailed budget, coordinating with Outreach & Development Manager and Operations Manager
- Maintain QuickBooks general ledger and related reconciliations
- Maintain clearly documented, organized, and easily auditable accounting records
- Prepare monthly modified-cash financial statements, year-to-date actual-to-budget analysis, and updated annual forecast
- Present monthly financial report to the Board
- Prepare year-end GAAP-basis financial statements and work with board-selected independent CPA firm to complete financial statement audit
- Develop and maintain appropriate internal accounting controls
- Periodically review financial policies and provide any recommended changes to FC
- Provide monthly deposit information to Outreach and Development Manager for that position's reconciliation with Salesforce

2. Cash and Investment Management

- Make bank deposits, process payroll via ADP, and make disbursements up to \$500
- Process employee expense reimbursements
- Maintain and use credit card reader as needed; track online donations
- Transfer excess cash to investment accounts
- Buy and manage maturities of investments within limits established by FC
- Periodically review investment policies and provide any recommended changes to FC

3. Insurance Coverage Management

- Timely renew policies and pay premiums
- Maintain relationship with insurance agency
- Annually review coverages and provide any recommended changes to FC

4. Grant Management

- Lead the annual re-proposal process for major grant
- Coordinate with Operations Manager to provide timely and accurate reports to grantors
- Research and lead new grant opportunities, as time allows and in coordination with Outreach and Development Manager

5. Tax Matters

- Ensure that payroll/federal/W-2s filings are timely and accurately distributed
- Lead process for accurate and timely year-end giving statements to donors

6. Facility Arrangements

- Develop and recommend policies to FC for existing virtual office (e.g., cell phone policy)
- Obtain donated meeting space for Dripping Springs expansion

7. Records Management

- Develop and recommend to FC a structure for a common records management system to be used by Board and staff (most records currently in Dropbox or Google Docs)
- Implement and manage records management system

Qualifications Needed:

- Experience in non-profit GAAP accounting and financial reporting
- CPA license preferred
- Strong personal organization, detail, data analysis, critical thinking, and project coordination skills
- Strong Excel, QuickBooks, Word, Dropbox, and GoogleDocs skills
- Excellent written, verbal, and presentation skills
- Ability to communicate and collaborate effectively with fellow staff members, vendors, donors/grantors, and Board members
- Ability to meet deadlines consistently, work independently, multi-task and manage time effectively in a virtual office environment

Location:

- Drive a Senior Southwest is a virtual work environment with employees working out of their home offices. Our mailbox is 3801 N. Capital of Texas Hwy #E240-77 Austin, TX 78746. Meetings are typically held in the Westlake area.

Hours and Compensation:

- 20 hours/week on average. Flexible schedule. Virtual office. Could become F/T position.
- Salary based upon qualifications and experience; estimated \$2,500 - \$3,000/mo
- Paid vacation days and sick leave; no health insurance

Drive a Senior Southwest is committed to a policy of equal treatment and opportunity. To apply, please submit resume, a cover letter describing your interest and qualifications for the position, and a list of three references via e-mail to sw@driveasenior.org.