



## Finance Manager

### About the Job

#### About Access Tusc

Located in New Philadelphia, OH- Access Tusc is a small 501c3 Non-Profit Organization that houses two programs that offer rural public transportation and care coordination services in a multiple county region. Our mission is on the forefront of our daily operations in which we will actively collaborate, educate, and coordinate social and health services of Tuscarawas and surrounding counties to establish effective relationships to improve access and integrated care for the communities that we serve.

#### AT offers the following benefits package:

Medical Insurance

401K

Paid time off

10 paid holidays per year

#### About the Role:

The Access Tusc Finance Manager, under the supervision of the Access Tusc CEO oversees the management of records pertaining to payroll, tax documentation, audit documentation, electronic financial reports, bank statements/documentation and all other financial related aspects as assigned by CEO. The Finance Manager works collectively with Access Tusc program directors for grant budgeting, expense tracking and reports. The Finance Manager will also work with the Board of Directors, Treasurer, and Finance Committee as outlined in Code of Regulations, program certifications and Operations & Personal Manual.

#### The Details:

In this role, you will be responsible for:

1. Keep all records pertaining to payroll, prepare bi-weekly payroll, enter in the computer, print checks for signature.
2. Verify all accounts payable and ensure tax exempt status applicable.
3. Prepare monthly and yearly financial reports for the Treasurer and CEO.
4. Prepare financial reports as directed by the CEO or Directors. Assist with development of annual budget.
5. Prepare Accounts Receivable and Accounts Payable.
6. Prepare tax forms as required by the Internal Revenue service, State Dept. of Taxation, Worker's Comp., Ohio Bureau of Employment Services and all municipalities.
7. In consultation with the CEO, maintain personnel payroll records; accurate employee attendance records; update promotions and pay increases; update employee health insurance benefits; notify employee of

COBRA eligibility; provide employee authorized information for credit bureaus and finance companies of employment status; discuss personal pay inquiries as requested by employee; and keep accurate records on the accrual and use of vacation, sick and personal day benefits to employees.

8. Must keep all records confidential.
9. Prepare monthly bank account reconciliations and present an end of year financial reconciliation report.
10. Inputting annual budgets into QuickBooks.
11. Assist with monthly budgets and development of annual grant budgets.
12. Routinely communicate with the CEO for the purpose of updating and identifying any potential problems related to employee benefits, finances, and accounts payables and receivables.
13. Prepare all audit functions annually in collaboration with outside/external auditors. Ability to communicate all audit findings and resolutions to Board Treasurer and CEO.
14. Articulate breakdown for the distribution of reimbursable work to contracted Care Coordination Agencies.
15. Fiscal management of reimbursement related to HUB grant activities.
16. Any other duties assigned by the CEO.

### **What we are looking for:**

A successful candidate will have a demonstrated track record of a combination of these values, knowledge, and experience: **Respect, Compassion, Trust, and Accountability.**

### **Knowledge:**

Minimum Associate's degree in accounting, business or related field (Bachelor's degree preferred).

### **Experience:**

- Three years of experience (with Bachelor's degree), or Five years of experience (with Associates degree) in non-profit budgeting and bookkeeping.
- QuickBooks experience preferred
- Strong computer skills including Microsoft 365 Office Suite.
- Have the ability to explain finance reports and present reports as requested.
- Must be able to keep all finance, benefits, client, and payroll information confidential.
- Must be pleasant, courteous, and display professionalism in all aspects of work.

### **Essential Functions:**

- Must be able to be consistently accurate in a fast-paced office with distractions and demanding environment.
- Some walking throughout the building and standing is necessary, some travel may be required.
- Must be able to keep payroll, personnel, finances etc. confidential.
- Demonstrated ability to oversee and collaborate with staff.

*Access Tusc is an Equal Employment Opportunity (EEO) employer and is committed to diversity, equity, and inclusion in our workforce. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, age, marital status, veteran status, disability status, or any other characteristic protected by federal, state, or local laws.*

*This job description reflects the present requirements of the position. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.*