



Finance Manager

Position:	Finance Manager
Reports To:	CEO
Deadline:	Open until filled
Classification:	Exempt
Start:	Negotiable ; ideally as soon as possible
Location:	Phoenix or Tucson

Position Overview:

The Finance Manager will work on an individual and team basis within the Accounting Department and DRAZ Managers. They will assist & support and report directly to the CEO.

The Finance Manager is responsible for performing complex work involving the creation and maintenance of financial records, protecting and maintaining the financial integrity of the organization and supervising office and personnel management. The individual must be able to timely and accurately prepare accounting and financial reports and deliver consistent and accurate information on a timely basis. Must be able to manage time; display an extremely high level of organizational skills doing various accounting related tasks. The Finance Manager directs the development of the budgets, financial statements, completion of Federal Financial Reports (FFRs), payroll and all other finance-related duties. The Finance Manager ensures that DRAZ develops comprehensive financial policies and budgets and complies with all financial requirements.

Essential Functions:

- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
 - Deep knowledge and understanding of the Office of Management and Budget (OMB) Uniform Guidance
 - Manage day-to-day accounting functions, including payroll, accounts payable, accounts receivable, and cash management.
 - Maintaining the general ledger and subsidiary ledger accounts, including posting, and preparing opening, adjusting and closing journal entries.
 - Performing bank reconciliations, performing account reconciliations between the general ledger and subsidiary ledger, account reconciliations between the general ledger and financial statements.
 - Preparing billing invoices and maintaining accounts receivable accounts. Ensuring timely receipt of receivable accounts and follow-up to maintain cash flow.
 - Preparing financial statements including income statement, balance sheet, and statement of cash flows.
-

- Manage multiple federal, state and private grants, ensuring compliance with funding requirements as well as organizational policies and procedures.
- In coordination with the CEO, develop annual agency budget and monitor monthly performance against targets.
- Communicate with management on spending discrepancies
- Assist DRAZ Board Treasurer, as needed, in developing financial information for board review.
- Support the annual audit and tax return preparation.
- Develop budgets for new grant applications.

Required Qualifications:

- Must have a bachelor's degree from a 4-year accredited University or College in accounting or finance.
- Must have 5 years' job experience in a related field.
- Must possess good mathematical skills to be able to work accurately with accounting data.
- Sophisticated skills of office applications like Outlook and Word including advanced knowledge of Excel.
- Prior experience with Sage Intacct software
- Must possess good communication and interpersonal skills
- Must be detail oriented and be accurate in work
- Must have good organizational skills
- Must possess excellent multitasking skills and should be able to handle various responsibilities successfully.
- Willingness to work flexible hours in order to complete the assignments within stipulated deadlines. Position may require extended hours or weekends to accommodate DRAZ's needs.

Working Conditions:

The DRAZ offers a hybrid telework schedule where employees may work at home and in the office. The Finance Manager will perform work in an office, remotely, and, at times, attend staff events.

Compensation:

\$70,000+ annually DOE with excellent benefit packages that include health insurance, dental and vision insurance, paid vacation, sick and personal days. View a summary of DRAZ's employment benefits at [Careers & Intern Opportunities | Disability Rights Arizona \(disabilityrightsaz.org\)](#)

Diversity Statement:

DRAZ is an equal opportunity employer and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of DRAZ, and strongly encourage and welcome people of color, people with disabilities, members of the LGBTQ+ community, and people with diverse life experiences and backgrounds to apply. EOE. If you need a reasonable

accommodation during the application process, please contact Natalie Luna Rose at nlunarose@disabilityrightsaz.org.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

How to Apply:

Send resume, cover letter and three references to:

J.J. Rico, Chief Executive Officer

jrico@disabilityrightsaz.org

Disability Rights Arizona

4539 E. Ft. Lowell Road.

Tucson, AZ 85712.