

## **Finance and Human Resources Manager AVANCE-Austin**

### **Position Summary**

Reporting to the Executive Director, this position is responsible for assuring the integrity and implementation of accounting, internal control systems and financial structures in accordance with all applicable laws, regulations and corporate procedures. This position is also responsible for processing semi-monthly payroll and assuring the accuracy, safety, and compliance of personnel records. This position also conducts new employee orientation to foster positive attitude towards organizational objectives. This is a full-time position based in Austin, TX.

**Compensation:** \$52,000 annually plus benefits

**To apply:** Submit resume and cover letter to: [hr.aus@avance.org](mailto:hr.aus@avance.org)

### **Responsibilities**

#### **Finance/Accounting**

- Manages a uniform, automated accounting system with appropriate supporting documentation and internal control measures to assure timely and accurate record keeping in accordance with generally accepted accounting principles (GAAP) and all applicable laws, procedures and regulations.
- Meets accounting financial standards by providing annual budget information, monitoring expenditure, identifying variances, implementing corrective actions.
- Assist Executive Director in annual agency budget formation and forecasting process and contributes to the administration budget by providing information on administrative expenses.
- Coordinates the organization's activities involving internal or external audits; establishes or complies with standards and practices for auditable documentation and internal controls. Preparing records and special exhibits related to audits. Keep the Executive Director informed and involved in conversations with auditors.
- Executes interagency transactions and prepares monthly billing and reconciliation of such transactions.
- Ensures the reconciliation of bank accounts and closure of monthly books and provides monthly reports to the Executive Director in a timely fashion.
- Maintains cash flow by monitoring bank balances and cash requirements.

- Maintain W9 vendor information and prepare annual 1099's.
- Manage and reconcile travel requests.
- Reviews operating budget periodically to analyze trends affecting budget needs and makes recommendations to the Executive Director for possible budget revision.
- Prepares financial reports in compliance with funder's requests and grant applications.
- Researches and makes recommendations to Executive Director for processes and procedures for Finance Department.
- Ensure all expenses are coded to the appropriate account, funder and project and approved by department heads.
- Managing/Monitoring and process accounts payable and accounts receivable including reviewing/coordinating billing details, generating monthly invoice process, recording and tracking income payment, processing donations, and making collection calls as needed.
- Process credit card and ACH donation transactions.

#### **Human Resources**

- Examines electronic time cards for completeness and accuracy. Identifies and reports discrepancies and/or need for additional supporting data to appropriate supervisory personnel for prompt correction.
- Prepares journal entries to record semi-monthly payroll and import into accounting system.
- Prepare and process payments for flexible spending account, 403b, and worker's compensation.
- Manage inventory/maintenance of technology, equipment, facilities and supplies
- Maintain Employee Handbook, policies, procedures, compliance with employment laws.
- Manage new hire onboarding documentation and process. Administer and coordinate the day-to-day processing of benefit programs including new employees, changes, terminations, insurance claims and disability, keeping all tracking and records up-to-date.
- Coordinate open enrollment, providing timely information as requested and manage enrollment form processes for all employees.

- Conduct orientation for new employees signing up for benefits and process enrollment forms.
- Distribute written and verbal information to inform employees of benefits programs, changes to participants, wellness events and special employer sponsored activities.
- Performs other duties as assigned.

### **Qualifications:**

- Three years of experience with a diversified organization involving three or more of the following areas of expertise: budgeting, accounting, cash management and forecasting, nonprofit financial management and analysis, auditing, human resources, or grants management
- Bachelor's degree in Accounting, Business Administration or related field
- Fluency in Spanish a plus
- Knowledge/experience with Great Plains and Paycom software
- Excellent leadership, analytical, time management, and communication skills
- Must be able to pass a criminal background check, drug screening, and moving violation report

### **Commitment to Diversity and Inclusion**

AVANCE-Austin provides equal employment opportunities (EEO) to all team members and applicants according to their experience, talent, and qualifications for the job without regard to race, color, national origin, religion, age, disability, sex (including pregnancy, gender stereotyping, and marital status), sexual orientation, gender identity, genetic information, military/veteran status, or any other category protected by federal, state, or local law.

### **Our Mission**

AVANCE's mission is to unlock America's potential by strengthening families in at risk communities through effective parent education, early childhood development and support services. Derived from the Spanish word "avanzar" for advancement or progress, AVANCE (Ah-von-say) is a national nonprofit organization that impacts the lives of parents and young children to reach their full potential through culturally sensitive, strength-based programs and cross-system collaboration with a network of partners who believe neither zip codes nor income should determine a child's future. From humble beginnings in 1973, AVANCE has grown into a national nonprofit organization operating in Austin, Houston, Dallas, San Antonio, and the Rio Grande Valley in Texas. AVANCE was established in Austin in 1997 and now serves 900 children and parents each year with an annual budget \$2.1 million.