

## **Job Posting for Finance Manager/Accountant**

### **Martindale Brightwood Community Development Corporation Indianapolis, Indiana**

Martindale Brightwood Community Development Corporation (MBCDC) is a 501(C)3 non-profit community organization that administers programs and projects to enhance the quality of life for residents. Formed in 1992, MBCDC's mission is to be a catalyst in the sustainable development of the Martindale Brightwood Community through housing, employment, economic development, and environmental justice. The Martindale Brightwood area is located a couple of miles northeast of downtown Indianapolis.

#### **Job summary**

The Finance Manager is a full-time position that oversees the day-to-day financial and operational activities of all programs, including human resources administration, finance administrative activities, and reporting. Primary responsibilities include documenting all revenue, expenses, assets and liabilities in QuickBooks, maintaining spreadsheets to track project/grant expenses, researching any discrepancies, and assisting with grant compliance reporting. The person in this role must maintain confidentiality related to reporting, customer and client systems and operations. This position reports directly to the Executive Director (ED).

We are looking for a detail-orientated person ready to make a lasting impact and be a part of a network dedicated to improving lives, and uplifting communities. Someone who has a passion for designing, streamlining, and executing financial and operational processes. The ideal candidate would be proficient with QuickBooks and with Microsoft programs such as Excel, Outlook, and Microsoft 365. This is an in-office position, with the opportunity to work remotely on most Fridays, and occasional meetings with our board of directors, community partner and funder meetings.

#### **Responsibilities**

- Ensure day-to-day accounting functions are understood and followed properly in QuickBooks, including regular field cash verification, cash/bank reconciliation, monthly cash books closing, and AR/AP accounts management.
- Stay updated on all program financial requirements, review project contracts, and reporting obligations.
- Post and verify that transactions are recorded accurately and appropriately.
- Meet weekly with the Executive Director.
- Track company invoice obligations, make accurate and timely invoice payments, gain approval when necessary and identify inaccuracies and variances.
- Work with external vendors to resolve any invoice problems or inaccuracies.
- Work with program managers to assign expenses to applicable grants.
- Collaborate and support a CPA and ED to successfully execute accurate, timely reports.

#### **Qualifications**

- Knowledge of general principles and practices of public accounting and auditing.
- Attention to detail, accuracy of work and the ability to meet deadlines.
- Able to review and understand financial statements.
- Proficient in QuickBooks Online and Excel.

#### **Minimum Education and Experience Requirements**

- A university degree in accounting, finance, or Business Administration.
- Minimum of 2 years' experience in a non-profit organization, and financial management of programs.
- Proven experience in managing large and complex budgets.

- Extensive experience in working with computerized accounting systems, including but not limited to QuickBooks.
- Competence in providing technical guidance and training.
- Experience in managing procurement and logistical procedures and policies.
- Written and spoken proficiency in English required; written and spoken proficiency in Spanish a plus.
- Ability to work well and collaborate with peers.

**Starting Salary and Benefits:** \$60,000 - \$65,000 annually, Paid time off including 14 annual holidays, vacation and sick time, annual contribution to medical expenses, and options for employee paid and owned medical and life insurances.

**Additional Information:** The majority of our staff and team members work remotely on Fridays.

Applicants may apply by sending a cover letter of interest and resume to [apierson@mbcdc.org](mailto:apierson@mbcdc.org).