

POSITION DESCRIPTION

POSITION: FINANCE MANAGER

REPORTS TO: OPERATIONS & STRATEGY OFFICER

CLASSIFICATION: EXEMPT

CREATED/REVISED: 9.29.26 / 10.6.26

The Foster Alliance (TFA) supports the foster care community by providing essentials to benefit children on the foster care journey, believing all kids deserve a chance to win! Therefore, our vision is that every child on a foster care journey thrives. Always.

Team members bring their individual strengths to complement TFA's mission and values. Each team member has a specific role as we strive to create a culture within the organization that is creative, human-centered, and innovative.

SUMMARY:

Financial acumen and health are vital to TFA's success. This position plays a key role in supporting the organization's critical elements and stewardship by overseeing key accounting functions including financial reconciliation and reporting, purchasing, and journal entries. This role brings a solid understanding of GAAP accounting and a commitment to the mission, along with strong analytical and organizational skills, and a quality and process improvement mindset.

DUTIES & RESPONSIBILITIES:

General Duties (85%)

1. Accounting & Fund Management:

- Prepare and post journal entries ensuring accuracy and compliance with GAAP and nonprofit accounting standards.
- Reconcile general ledger accounts and ensure proper classification of funds.
- Responsible for month-end and year-end closing processes and financial statement preparation.
- Collaborate with the Operations & Strategy Officer to monitor and manage TFA's budget.

2. Procurement:

- Responsible for all purchasing activities for service and development, ensuring alignment with budget and grant requirements.
- Maintain purchasing and recordkeeping systems for accuracy, completeness, and proper approval.
- Manage proper inventory levels ensuring products arrive in a timely manner while improving effectiveness and reducing costs without sacrificing quality.
- Collaborate with the Operations & Strategy Officer to manage warehouse availability (all locations) for current and future inventory.

3. Financial Reporting & Analysis:

- Prepare and present internal and external financial statements, grant reports, and board-level financial packages to TFA leadership and Board committees.
- Assist with annual budgeting and forecasting, perform variance analysis, and support departmental budgeting.

- Ensure compliance with donor restrictions and grantor requirements.

4. **Audit & Compliance:**

- Oversee and support annual audits and 990 preparations by gathering necessary documentation and explanations as staff lead with Board selected auditor.
- Maintain and reconcile inventory, data, and fixed asset records.
- Ensure adherence to internal controls, nonprofit best practices, and regulatory requirements.

Supervisory Management: (10%)

- Oversee financial contract staff carrying out TFA's staffing philosophies and policies.

Other Duties: (5%)

- All positions are expected to support inter-departmental cross-training. At times, additional tasks are required, and employees are expected to be flexible and adjust to benefit the organization's mission.
- Maintain ongoing and open communication with your direct supervisor as well as other leadership and colleagues!

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, or related field required with a minimum of 5 years of progressive accounting experience in a similar role, ideally in a nonprofit accounting setting.
- Solid understanding of nonprofit GAAP accounting principles.
- Experience with **Sage Intacct** or a similar nonprofit-friendly accounting ERP system preferred, as well as **Salesforce** or similar CRM systems.
- Demonstrated leadership experience within a nonprofit setting, with supervisory experience preferred.
- Experience in managing complex projects simultaneously is essential.
- Strong proficiency in **Microsoft Office Suite**, particularly Excel.
- Experience tracking inventory and purchasing products for multiple locations.

SKILLS, ABILITIES & ATTRIBUTES

- Skills:
 - Curious team player who engages others by being human-centric
 - Outstanding organizational skills
 - Excellent written and verbal communication
 - Familiarity with restricted vs. unrestricted fund tracking and grant reporting
 - Experience with inventory tracking in programmatic or operational contexts
- Abilities:
 - Ability to manage multiple priorities, deadlines, and stakeholders in a mission-driven environment.
 - Work on a desktop and/or laptop computer for multiple hours a day
 - Comply with TFA policies and procedures
 - Interact with clients in a busy environment
 - Lift up to 30 lbs. as needed to support overall operational functions
 - Always maintain confidentiality
- Attributes:

- Creative problem solver
- Dependable team player
- Adaptable/flexible while working on focused tasks
- Detail-oriented while understanding how tasks relate to overall mission
- Embraces new challenges in support of organizational success
- Have a current AZ driver's license with a clean driving record

COMPENSATION & BENEFITS:

This is a full-time salaried position with a full-time annual salary range of \$60k – \$80K. Full access to TFA's comprehensive benefits package per the Benefit Fact Sheet.

WORK HOURS & ENVIRONMENT

This job regularly operates in a professional office and warehouse environment near outside weather conditions. The role routinely uses standard office equipment such as an assigned workstation, computer, phone, copier, and file cabinet. Must be willing to work a minimum of 40 hours a week, including evening and weekend hours as needed.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. TFA reserves the right to change, amend, add, delete, and otherwise assign all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

TFA is an equal opportunity employer and values a diverse workforce and an inclusive culture.

We welcome your questions and interests.

When ready to submit your formal interests, please submit a cover letter and resume to our Human Resources Lead, Matt Lipan – Operations & Strategy Officer at mlipan@thefosteralliance.org.