

## Urban Alliance, Inc.

### Job Description

#### Office/Financial Manager

Urban Alliance is a non-profit community development organization located in Kalamazoo, MI. UA has ministry sites also in Benton Harbor, MI, Miami, FL, and Freetown, Sierra Leone. Urban Alliance exists to bring about transformation to inner city communities by partnering with individuals, businesses, churches, and organizations to bring about positive change. UA has 4 divisions, street ministry, housing, employment opportunities, and an urban Incubator. To learn more about our organization please check our website at <http://www.uainc.org> .

We are currently hiring for a part time Office/Financial Manager. This person will be responsible for organizational bookkeeping and accounting as well as providing direction and oversight to our administrative support staff and volunteers.

#### **Job Requirements:**

Candidate must have: strong written and oral communication skills, excellent computer skills, including use of Word, Outlook, Excel, PowerPoint and a very strong knowledge of QuickBooks and databases. Knowledge of standard accounting principles and practices is required. Candidate must also have the ability to multi-task and manage the completion of multiple projects, be creative, flexible and well-organized with a keen attention to detail. The candidate must also have strong customer service skills and a friendly professional demeanor. Candidate must be a self-starter and function well with limited supervision. This 18-24 hour/per week position reports to the UA Executive Director. Work hours can be flexible during normal business hours.

Tasks for this position include:

- Complete Payroll and related record keeping in a timely manner.
- Complete Payroll Tax payments and returns in a timely manner.
- Maintain accurate General Ledger accounting.
- Record and pay Accounts Payable in a manner consistent with Organization's policies.
- Complete month-end procedures, including Bank Reconciliations and Board Reports in a timely manner.
- Manage insurances
- Maintain separate accounting and reporting for each grant.
- Participate in Budget preparation and reporting
- Prepare and participate in annual Audit or Review as needed.
- Create and maintain documentation of procedures in the interest of redundancy.
- Oversee NEON database management. (This is our online donor management database.)
- Ensure UA finances and books are ready for annual audit and work with auditors as needed.
- Supervise and task administrative assistant to support the organization.
- Backup for administrative support and oversee administrative functions as needed.
- Other duties as assigned.

This position requires an associate's degree in accounting or equivalent administrative and accounting work experience. Prior experience working in a non-profit is very helpful. To apply please send your resume, cover letter and references to [kplatte@uainc.org](mailto:kplatte@uainc.org) by 12/5/14.