

New Mexico Senior Olympics Inc.
JOB DESCRIPTION
FINANCIAL MANAGER

Scope of Position:

This position is an hourly (Non-Exempt) position at 40 hours per week. The *essential function* of this position is to perform all accounting functions of the Organization under the guidance of the Executive Director. This includes but is not limited to accounts payable, accounts receivable, inventory, financial reports, closing of accounting records monthly and at the end of the fiscal year and supporting the organization with State Games. This position reports directly to the Executive Director.

Working Conditions:

- Lifting, pushing and/or pulling normally of at least 30 pounds
- Mobility to stand, stoop, reach and bend
- Noise level is usually low to moderate

Other Conditions:

- Physical and consistent attendance and punctuality corresponding to work schedule is an *essential element* to this job description so as not to create a hardship on the Organization with the essential function of the job not being able to be done.
- Must have three years professional experience in accounting (payroll, accounts payable, accounts receivable, financial reporting) and a college degree in business or accounting or five years of accounting experience in lieu of the accounting degree.
- Must be well organized to include good time management skills
- Must have a working knowledge of computerized systems with an emphasis on accounting systems.
- Must be able to work as a team to support State Games.
- Must pass all background checks as required by the Organization.
- Must be able to provide a clean Motor Vehicle Report.

Specific Duties:

- Responsible for full working performance of all Program Financial Policies and Procedures. Daily and monthly functions include, but are not limited to:
 - ✓ Preparation of bank reconciliation
 - ✓ Updating the General Ledger System to include but not limited to:
 - Preparation of all journal entries
 - ✓ Performing all payroll clerk duties to include preparation of payroll, maintaining personnel files and reconciling quarterly payroll reports from Payroll Services.

- ✓ Inputting all accounts payable and accounts receivable
 - Reconciliation and timely payment
- ✓ Inputting all inventory withdrawals
- ✓ Reconciliation of EOM Inventory
- ✓ Responsible for auditing and controls for inventory.
- Prepare monthly financial reports for all contracted Programs. Reports must be accurate and submitted to contracting agencies on their required due dates.
- Prepare accurate monthly Program financial reports for the Executive Director's budgetary review.
- Insure that all assigned individuals, governing agencies and organizations receive copies of Board meeting minutes and financial reports.
- Assist Executive Director with grants and special projects. This assistance may be in the form of budget preparation and/or narrative and logistics data.
- Insure that all financial policies and procedures are followed and that all outside Program audits and assessment reflect that fact.
- Ensure filing of year-end tax return is made by contracted auditor.
- Submit year-end reports to Attorney General (Copies of 990 & 990T).
- Prepare accounting of registration fees for State Games.

Employee Benefits Administrator:

- Develop full working knowledge of all policies and procedures dealing with health insurance and employee pension plan. Submit all required reports for insurance and pension plans to Companies.
- Assist Executive Director with administration of the Organization's health/life plan as well as the pension plan as it relates to employees and under the guidance of the Executive Director.

Management Responsibilities:

- Ensures compliance of all Financial Policies and Procedures, both internal and contracted.(i.e. State, Federal, County and National Senior Games.)
- Assists with the development and implementation of all operational budgets which are submitted to the Board of Directors and contracting Agencies for approval.
- Responsible for all monthly financial and program reports, with the approval of the Director, and ensures they are submitted to the appropriate contracting Agencies on the required due dates.

Performance Responsibilities:

- Individual must have complete working knowledge of all State, Federal and Organization Policies and Procedures, and all Policies and Procedures of contracted Programs.
- Individual must have excellent human relation skills to work with funding agencies and staff.
- Complete working knowledge of Employee Health Plan and Pension Plan in order to properly administer them for the Corporation.

Other Responsibilities:

- Assist Events Co- Coordinators and Registrar with any special projects.
- Assist the Executive Director through acting as a liaison between the state municipalities and Senior Program facilities, Local Games and all other contracting Agencies.
- Schedule and attend all staff meetings
- Attend all required training sessions
- This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by the Executive Director.

Impact Of Job On The Corporation:

The Financial Manager’s impact on the Organization is extensive. This individual performs the complete accounting function of the Organization and insures that the Agency’s accounting of all Federal, State and local funding is accounted for accurately. This individual prepares all reports due into contracting agencies for reimbursement of funds in a timely manner. This is a *critical element* for cash flow purposes. This individual assists the Executive Director in making financial decisions which directly affect all personnel in the organization, whether through the budget process, personnel services, or training.

The credibility of the financial reporting of the Organization is the direct responsibility of the Financial Manager. The integrity of the Organization is key in obtaining the support of such entities as senior center program directors statewide, State Agencies, and State Senators and Representatives.

The Organization reserves the right to revise or change job tasks and responsibilities.

Employee

Date

Executive Director

Date

September 2017