



**POSITION TITLE:** FINANCE MANAGER

**REPORTS TO:** PRESIDENT AND CEO

### **POSITION SUMMARY**

The Downtown Long Beach Alliance (DLBA) is a 501(c)6 non-profit organization that has a complex program offerings and diverse revenue sources, including but not limited to Downtown Business Improvement District (BID) assessments, City of Long Beach parking meters, contract for services, sponsorship and concessions, and grant funding. There is a heavy emphasis on reporting, requiring this role to focus narrowly on the finance function. Knowledge and understanding of non-profits are paramount.

Reporting to the President & Chief Executive Officer (CEO), the Finance Manager will be responsible for oversight of all finance, accounting, and reporting activities. The Finance Manager is accountable for the maintenance of an adequate system of accounting records and a comprehensive set of controls and budgets designed to mitigate risk. The Finance Manager will be involved in supporting presentations to the Board of Directors, Finance and Audit Committees, and will work closely with the senior leadership team.

The Finance Manager will lead all day-to-day finance operations of an annual budget of nearly \$5 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Finance Manager will ensure that DLBA has the accounting systems and procedures in place to support effective program implementation and conduct audits. The Finance Manager will work closely with program managers, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support program operations.

In addition, they will partner with the CEO, senior leadership, and the administrative team regarding human resources (HR) and information technology (IT) to enhance and better integrate finance, HR, and IT functions.

This position provides support for the CEO and maintains coordination of activities within the Administrative Department.

### **FINANCE and ACCOUNTING LEADERSHIP**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures.

- Coordinate all audit activity.
- Comply with local, state, and federal government reporting requirements and tax filings
- Consistently analyze financial data by generating and presenting monthly financial reports and statements in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of DLBA financial status.
- Lead DLBA executive team in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CEO by staffing the Board's Audit and Finance Committees and engage them around issues and trends in financial operating models and delivery.
- Recommend benchmarks against which to measure the performance of the organization's operations
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Maintain a system of controls over accounting transactions
- Manage organizational cash flow forecasting by working in partnership with the program managers; continuously collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Oversee record-keeping of all employee payroll, including, benefits, vacations, personal and sick leave. Assist Chief Operating Officers (COO) with employee on-boarding and off-boarding responsibilities.

## **TEAM LEADERSHIP**

- Leverage strengths with COO, help to clarify roles and responsibilities and develop and implement training programs to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

## **REQUIRED QUALIFICATIONS and SKILLS:**

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally in accounting and audit, followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. It is preferable to have experience in a complex nonprofit environment that has multiple programs.

Specific requirements include:

- Personal qualities of integrity, credibility, and unwavering commitment to DLBA's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CEO and COO, the responsibility for finance
- Minimum of a Bachelor's degree in Accounting, Finance or Business Administration; Preference will be given to candidates who are Certified Public Accountants (CPA) or hold a Master's of Business Administration or equivalent business experience
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Advanced knowledge of accounting and reporting software
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, Board of Directors, or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers
- Intermediate to advanced computer skills required in Quickbooks or equivalent, Microsoft Word, Excel and Outlook
- Demonstrated organizational and prioritization skills, with ability to multitask, meet deadlines and manage multi-step projects with little supervision in a fast-paced environment.

## **POSITION ENVIRONMENT**

The Finance Manager will work out of the DLBA administrative office in a fast paced, deadline-driven environment and will interface with community members, government staff and vendors. This individual may be required to work outside the 8:30 a.m. - 5:30 p.m. workday. These off-hour occasions are typically planned and known well in advance. Downtown Long Beach is a culturally diverse environment and the DLBA is committed to complying with State and Federal laws including Fair Employment Practice laws, which provide equal opportunity in employment.

## **COMPENSATION**

The Finance Manager is a non-exempt employee and compensation range is \$75,000 – \$90,000 commensurate with experience and includes full medical, dental and vision benefits. Employer contribution to 401-k, vacation, sick days, and a monthly parking pass are also included.

## **TO APPLY**

Send cover letter, resume, references and job expectations to [info@dlba.org](mailto:info@dlba.org). No phone calls please, and incomplete packets will not be considered.