

Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position: FINANCE MANAGER	Location: Southwest Community Center	Date: April 28, 2025
	Salary Range: \$60,000-70,000	FLSA Classification Non-Exempt

General Summary

The Finance Manager collaborates with the CEO and COO to ensure proper stewardship of grants and finance in support of the mission of Syracuse Community Connections (SCC). This position is responsible for managing finance and grant, program and agency budgets, financial forecasting, and working with community partners.

Essential Job Duties and Responsibilities

Grants & Finances

- Responsible for financial management, reporting and compliance of grants and finance
- Manages Accounts Receivable and Accounts Payable as well as other financial duties
- Communicates and works with COO who is responsible for program performance reporting
- Collaborates with CEO on the management of finances and funding sources

Accountability

- Works in partnership with CEO to ensure financial accountability and long-term stability
- Collaborates with SCC's accounting firm to assist CEO in managing and reporting finances
- Assists the CEO in budgeting and ongoing management of SCC finances

Reporting

- Collaborates with CEO and SCC's accounting firm in preparing financial reporting for the Board of Directors
- Collaborates with COO and CEO in preparing financial reporting for funders.

Minimum Requirements

- Bachelor's Degree in Business **OR** bookkeeping, business, or accounting experience required
- Human Services/Non-Profit experience preferred
- 1-3 years experience in grant funding preferred
- Ability to manage and prioritize multiple tasks
- Detail-oriented and exact, especially with finance numbers required
- Ability to communicate effectively in speaking and writing required.
- Professional demeanor, punctuality, and discretion/confidentiality required

Job Description

Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner. Place an “x” in the box that best correlates to the percentage of time the employee will be engaged in the following activities.				
	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
Seeing: Must be able to read documents and use office and other equipment.				X
Hearing: Must be able to hear well enough to communicate with customers and coworkers.				X
Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel. Must be able to lift 25 pounds without assistance.		X		
Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use office equipment.				X
Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, draft, fumes or various combinations of same.				

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee Signature	
Employee Name (please print)	
Date	