



Delaware Bankers

ASSOCIATION

Job title: Finance Manager

Reports to: President and CEO

Location: Hybrid; with the ability to work in person at least once per week in Wilmington or Dover, with the location determined by the manager based on Association needs.

About the Delaware Bankers Association

Founded in 1895, the Delaware Bankers Association (DBA) is a private trade association serving as the face and voice of the Delaware banking system. The Delaware Bankers Association (DBA) is a 501(c)(6) nonprofit trade association representing 45 financial institutions and 70 associate members operating in Delaware. The Delaware Financial Education Alliance (DFEA), its affiliated 501(c)(3) organization, works to improve financial well-being, access, and opportunity through financial education.

DBA and DFEA advance their missions through four strategic pillars:

- **Advocate:** Represent Delaware's financial services industry on state and federal legislative and regulatory issues.
- **Educate:** Provide professional development, industry training, and financial education for members and consumers.
- **Collaborate:** Convene committees, roundtables, and cross-sector partnerships to exchange ideas and address shared challenges.
- **Convene:** Build professional relationships and community connections through signature events, networking opportunities, and year-round programming.

Position Overview

Provides internal financial oversight and cost allocation management for the Association and Alliance – the work that must be done by an internal team member to preserve organizational integrity, transparency, and strategic control. Day-to-day accounting, bookkeeping, and tax preparation are managed by the external Accountant. This role focuses on what only an internal staff member can do: applying organizational judgment to allocation decisions, tracking which activities and line items belong to each entity (the Association vs. the Alliance), reviewing external Accountant outputs for accuracy, and providing management-level financial reporting to the President/CEO and Board. It also owns payroll and benefits coordination: while processing is handled by external providers and the external Accountant, this role is the internal point of contact for payroll accuracy, benefits administration, and employee financial records.



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Primary Duties and Responsibilities

- Own the Association/Alliance cost allocation framework: determine and document which costs, revenues, and activities belong to each organization; ensure the external Accountant applies allocations accurately and consistently.
- Review and validate monthly financial statements, account reconciliations, and audit workpapers prepared by the external Accountant; flag discrepancies and coordinate corrections.
- Track financial inputs and outputs by program, function, and entity; maintain internal records that provide management-level visibility into the Association's financial position across both the Association and Alliance.
- Serve as the primary internal liaison to the external Accountant: provide organizational context, approve allocation decisions, and coordinate financial reporting timelines.
- Prepare or review financial reports for the President/CEO and Board, including budget-to-actual variances and entity-specific reporting for the Association and Alliance.
- Coordinate the annual budget process in partnership with the President/CEO and external Accountant; monitor the approved budget and flag material variances throughout the year.
- Maintain internal financial controls appropriate to a small association operating with an external accounting partner.
- Manage vendor contracts and financial obligations that require internal authorization and organizational judgment – including insurance, facilities, and any contracts spanning both entities.
- Support the annual audit process by providing organizational context and internal documentation to the external Accountant and outside CPA firm.
- Process payroll and serve as the internal point of contact for payroll and benefits administration: coordinate with the external Accountant and external payroll/benefits/401(k) providers to ensure accurate and timely payroll processing, payroll deductions, benefits enrollment and changes, and employee financial records – escalating issues to the Senior Director of Strategy and Operations (HR) as needed.
- Identify and recommend opportunities to automate, streamline, or outsource financial administrative functions that do not require internal organizational judgment.

Position Details:

Employment Status: Full-time, exempt

Work Hours: Full-time; occasional evening events required

Direct Reports: None

Physical Requirements: None beyond those typical of an office-based position



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Qualifications:

- Experience in financial administration, accounting coordination, operations finance, or a related field in a small organization or nonprofit.
- Solid understanding of basic accounting principles, cost allocation methodologies, and financial reporting sufficient to review and validate external Accountant outputs.
- Organizational judgment: able to make allocation decisions and translate operational activity into financial classifications.
- Comfort working with financial data, budgets, and reporting tools; high attention to detail and records accuracy.
- Collaborative and organized; able to coordinate across the President/CEO, external Accountant, and program staff with minimal supervision.
- Understanding of financial and treasury management requirements between sister/affiliate organizations preferred.

Compensation and Benefits:

Compensation is commensurate with experience and aligned with comparable roles in the region.

The Association offers a comprehensive benefits package designed to support employees and their families wherever they live and work. Benefits include medical and dental insurance, a Health Savings Account (HSA), disability and life insurance, and a 401(k) retirement plan.

To Apply:

Send a cover letter and resume in PDF format with subject line "Finance Manager" to Ilana Walden (iwalden@forestzafran.org) with Margaret Cregan cc-ed (Margaret.Cregan@debankers.com). For priority consideration, candidates should apply by September 22, 2026.