



Hospitality House of Northwest NC Budget Manager Job Description

The Budget Manager should be true to our mission. Operate with the highest level of integrity. Always show respect for each other. Be mindful of how decisions will impact the people we serve. Strive for clarity and accuracy in everything we do.

This position works closely with the Director of Finance, Executive Director, and Director of Grant Funding to manage an annual budget of over \$3,000,000. The person must have a solid background in accounting and will handle grant management and requisitions, grant budgets, inventory control and bank reconciliation. The person will be responsible for preparing monthly budget reports and grant tracking reports. This person must be able to work well in an office with diverse staff, and clientele.

Responsibilities

1) Cash Disbursements – Accounts Payable

- Reconcile monthly bank statements and credit card statements

2) Cash Receipts – Accounts Receivable

- Record and deposit all income, including donations, allocations, grant funds in Quickbooks

3) Budgets, Billing, Financial Statements, Audit

- Assist in preparing annual budgets, including grant specific budgets
- Enter budgets into QB and create any necessary supplemental spreadsheets
- Assist in preparing budget reports to donors
- Assist with annual agency financial audit, Single audit (performed by CPA)

4) Grant Management

- Create grant specific budgets, along with supplemental tracking worksheets
- Assist with managing all grant expenses and report back to granting agencies, including state and federal agencies
- Assist with weekly and monthly grant draw requests including all required supplemental documentation
- Assist with multiple grant audits during site visits

5) Oversee Inventory Control

- Maintain Inventory List of all equipment and major purchases according to Federal and State Grant Guidelines
- Assist the Executive Director in the acquisition of major purchases and expenses
- Assist with the coding of all purchases by program and grant eligibility

SUPERVISION

The Budget Manager works alongside the Director of Finance planning and executing daily activities. This position requires an individual that is self-directed, organized, and has financial management skills. The primary supervisor for this position is the Director of Finance. Supervision from the Executive Director is available as needed and to discuss specific situations.

The Executive Director will meet with the Director of Finance and Budget Manager at least once a month for supervision, review of work, observation of skills, and planning purposes. Performance is reviewed through observation, monitoring of records, documents, and job performance reviews.

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Bachelor's Degree in Accounting or Business Administration, with Nonprofit Management or a related field background
- Ability to work well with others and to be a team player
- Self-directed, highly motivated, reliable
- Organized, good writing and verbal skills
- Ability to work independently
- Understanding of budgets, financial statements and single audit
- Proficient in using QuickBooks and spreadsheets
- Experience managing an annual budget over \$3,000,000

Preferred:

- State and Federal Grant Management and Requisition Experience
- Payroll and HR Experience (Insurance, Taxes, New Hire Set-up)
- Donor Software Experience

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions. The noise level in the work environment is usually moderate.

Hospitality House is an Equal Opportunity Employer.

APPLY BY EMAIL: director@hosphouse.org

- Resume
- Letter of interest to Tina B. Krause, executive director
- 3 professional references