



Job Title: Finance Manager

FLSA Status: Full-time, Exempt

Reports to: Executive Director

Work Location: On-site 2-3 days per week; Remote possibility after 90 days

Supervisory Responsibilities: No

Start Date: January 2022

COMPANY DESCRIPTION

[Dreaming Out Loud's](#) (DOL) mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. DOL is rebuilding urban, community-based food systems through social enterprise, helping increase access to healthy food and do our best to direct resources towards producers, food makers and workers from our community and to model what an anti-racist food system looks like. To that end, we engage in wholesale distribution of produce and locally made products from our in-house growing and culinary team as well as from our family of vendors.

POSITION SUMMARY

The Finance Manager is responsible for DOL's daily financial operations including, but not limited to: Accounts Payable, Accounts Receivable, Budgeting & Forecasting, Expense Reconciliation, and Payroll. The ideal candidate will have experience working with financial statements, finance software, accounts and budgets of a nonprofit with earned income and philanthropic revenue sources. They should have strengths in timeliness, accuracy and detail-orientation to ensure integrity of our financial operations. The Finance Manager will work with peers across the organization as well as an external Accountant.

KEY RESPONSIBILITIES

- Collaborate with internal staff on A/P and A/R to vendors and external consultants
- Ensure compliance with accounting policies and regulatory requirements
- Conduct regular reconciliation of bank and credit card accounts
- Assist in resolving any discrepancies for accounting and payroll
- Establish new (and manage existing) financial calendars, workflows, processes and systems for the organization
- Monitor financial systems and recommend improvements
- Lead onboarding for new staff around financial systems and staff understanding of financial policies
- Lead the annual year-end fiscal close-out process
- Assist Executive Director in leading annual budgeting process with staff
- Collaborate with Development Director to manage grant tracking
- Collaborate with external Accountant on invoicing, A/P, 990s, annual audit and other mutual responsibilities
- Prepare financial reports for grant reporting, budgeting, board meetings, etc.

- Review and update DOL financial policy manual, as needed
- Other finance and accounting duties as required

ESSENTIAL REQUIREMENTS

- At least 3 years of relevant experience in a financial management role
- Commitment to the advancement of marginalized communities in the District
- Demonstrated experience in the financial management of a non-profit organization including an understanding of financial concepts, financial statements, budgets, and cash flow
- Bachelor's Degree in Finance, Accounting or relevant field a plus
- CPA is a plus, but not required
- Experience with ADP, Bill.com, Paypal, Network for Good, Quickbooks, Salesforce & Quickbooks or related systems
- Proficiency in Google Suite and Microsoft Office Suite (Word, Excel, Powerpoint)
- Ability to communicate complex financial information and analysis to staff and stakeholders
- Ability to manage multiple spreadsheets and a large amount of data with minimal mistakes
- Excellent organizational, planning, and time management skills to enable balancing multiple priorities while meeting deadlines
- Ability to juggle multiple responsibilities and maintain a demeanor of a team player in a very fluid environment

COMPENSATION: The annual salary range is \$65,000 to \$75,000 based on experience and qualifications. Benefits included (health insurance, monthly cell phone allowance, monthly travel/commuting allowance).

WANT TO APPLY?

Send your resume and cover letter with the subject line: "Finance Manager" to opportunity@dreamingoutloud.org. You may also mail your response to Christopher Bradshaw, Executive Director, at:

Dreaming Out Loud, Inc.
80 M Street, SE
% WeWork
Washington, DC 20003

Applicants will be interviewed on a rolling basis, and we will contact you if we're interested in scheduling an interview. Please send an email to the above address if you have accommodation requests or questions.

DOL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.