



1560 North 3rd Street,
Laramie, WY 82072
307-745-5116

Job Title: Finance Manager

Job Type: Non-Exempt, 32-40 hours per week - Monday-Friday

Supervisor/Manager: Executive Director

Main Duties/Responsibilities:

- Handle daily cash - including verification of source and proper distribution
- Verify, track, prepare and manage financial transactions and records in QuickBooks
- Allocate and post to Accounts Payable and Accounts Receivable
- Track and allocate grant expenditures and funding
- Process general journal entries to allocate grant expenditures
- Budget and allocate grant funding to cover annual expenses
- Process payroll and manage Wyoming Retirement System benefit, vacation and holiday pay
- Prepare monthly, quarterly and annual reports for Granting Agencies
- Prepare monthly bank reconciliations for additional review and Board of Directors Verification
- Assist with the preparation of the center's budget working with the Executive Director and Board
- Report to Executive Director and Board of Directors on variances from the established budget, and the reasons for those variances
- Report any instances of improper use of funds to Executive Director and Board of Directors
- Display dedication to the mission of Eppson Center for Seniors TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING

Skills and Experience Needed:

- Personal qualities of integrity, credibility, initiative, and honesty
- Possess a willingness to give back to the Community
- Have a flare for numbers, puzzles and complex accounting processes
- Ability to work well independently and with others on Core Team and Board of Directors
- Have advanced Microsoft Excel and QuickBooks skills
- Be proficient in Microsoft Office and Gmail
- Possess strong organizational and analytical skills
- Possess strong verbal and written communication skills
- Possess an ability to explain complex ideas to people with a general understanding level
- Be self-motivated to learn new concepts and participate in ways for process improvement

Preferred Education and Experience:

- Bachelor's degree in finance or accounting and/or equivalent business experience
- Two to four years of experience in similar role/industry
- Experience with accounting and/or complex bookkeeping
- Broad financial experience
- Acquaintance with non-profit organizations
- Certified Public Accountant or Certified Management Accountant designation

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.