

Tools For Tomorrow
Job Description – Finance Manager (Part-Time)

Location: Palm Desert, CA 92211 – In Person

Salary: From \$24.00 - \$28.00 per hour

Expected Hours: Part-Time (20 hours per week)

Program Mission: Tools For Tomorrow provides FREE after-school arts literacy program integrating creative writing, art, music and theatre for children ages seven to eleven.

Job Title: Finance Manager

Job Objective:

Finance Manager plays a key role in ensuring the accuracy and integrity of our financial records. We are seeking a detail-oriented and experienced staff accountant to join our team. The ideal candidate will play a crucial role in maintaining accurate financial records, ensuring compliance with accounting standards, and supporting the organization's overall financial health. The Finance Manager will work closely with our finance team: TFT Board Treasurer, Executive Director, Program Director, and Grants Manager to contribute to the efficient operation of Tools For Tomorrow.

Reports to: Executive Director

Rolls and Responsibilities:

Financial Reporting & Compliance:

- Prepare, review, and analyze financial statements, including statement of financial position and statements of financial activity, in accordance with GAAP (Generally Accepted Accounting Principles) and nonprofit accounting standards
- Prepare monthly financial statements for: Board Reports, Grant Applications, Grant Reports, Fundraising Events
- Month-end and year-end close processes
- Perform general ledger reconciliations and ensure accuracy of accounts
- Conduct financial audits to identify and resolve discrepancies
- Prepare and file tax returns including Form 990 in compliance with relevant regulations
- Keep a record of fixed assets
- Maintain nonprofit status with Secretary of State
- Work with CPA on annual/bi-annual audits and reviews
- Maintain a professional productive relationship with the insurance company. Review and update policies, submit audit reports, request and distribute liability certificates.

- Stay informed about relevant accounting standards, regulations, and nonprofit compliance requirements. Collaborate with the finance team to address any compliance issues.
- DonorPerfect – Ability to transfer financial data to and from DonorPerfect. All members of the TFT office staff are responsible for updating and managing clients, vendors, donors and volunteers.

Accounts Payable & Receivable:

- Update and manage information related to vendors
- Prepare, review and submit invoices for timely payment – ELOP, Community Partners, Donor pledges, etc.
- Manage daily ACH/Check processing approvals
- Review incoming invoices to ensure accurate coding and proper authorization
- Generate and process weekly check payments for approved invoices
- Ensure the proper management and storage of invoices
- Reconcile company debit and credit card transactions to ensure accuracy and completeness

Payroll & Benefits Administration:

- Process payroll and maintain payroll records
- Manage retirement payments – CalSavers
- Track Paid Time Off
- Organize and provide necessary information for the annual Workers Compensation audit. Submit required documentation in a timely manner.

Financial Planning:

- Lead budgeting and forecasting activities
- Collaborate with cross-functional teams to support financial planning and analysis: Program Director, Grants Committee, Fundraising Committee, Finance Committee

Miscellaneous:

- Attend all Board meetings
- Attend monthly staff meeting
- Submit payroll on the 1st & 16th of the month
- Participate in Finance and Investment Committee meetings

Other duties as assigned.

Skills:

- Strong knowledge of financial concepts related to HR functions such as payroll management and budgeting
- Familiarity with accounting software for tracking HR-related expenses and managing budgets

- Excellent interpersonal skills with the ability to build relationships at all levels of the organization
- Strong problem-solving and decision-making abilities
- Exceptional organizational skills with the ability to manage multiple priorities simultaneously
- Attention to detail and accuracy in data management and record keeping
- Strong verbal and written communication skills
- Demonstrated ability to handle confidential information with the utmost discretion and professionalism.
- Ability to work independently and prioritize multiple tasks in a fast-paced environment.

Required Qualifications:

- Associate degree in Accounting, Finance, or related field
- Proficiency in QuickBooks Online
- Strong knowledge of nonprofit accounting principles and practices
- Proficiency in financial auditing procedures
- Familiarity with payroll processing and related regulations
- Excellent analytical skills with attention to detail
- Proficient with Microsoft Office Suite or related software
- Advanced proficiency in Microsoft Excel
- Ability to work independently and meet deadlines

Desired Qualifications:

- Bachelor's degree in Accounting, Finance or related field
- CPA certification
- Familiar with Mac, Donor Perfect

Work Authorization/Security Clearance

- Proof of eligibility to work in the United States
- Background check through FBI & DOJ will be performed
- Background check performed through Foley

Work Environment

This job operates in a professional environment. This role uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

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.

- Must possess strength, stamina, and mobility to perform light to medium physical work.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.

- Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment.
- Incumbents in this classification sit, bend, stoop and reach.
- Ability to lift 10 pounds is necessary for moving materials when necessary.
- Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Benefits:

- Paid Sick Time
- Vacation
- Paid Holidays
- Retirement plan – CalSavers

Why Join Tools For Tomorrow?

At Tools For Tomorrow, you will help ensure the financial health of an organization that provides transformative arts education experiences for children throughout the Coachella Valley. Your work directly supports programs that inspire creativity, confidence, literacy, and lifelong learning.

To apply, send cover letter and resume to: ahecht@toolsfortomorrow.org.