



Job Title:	Finance Manager	Department:	Finance
Reports to:	Chief Financial Officer	Supervises:	N/A
FLSA Status:	Exempt	FT/PT:	Full-time

Company Overview

Girl Scouts of the Jersey Shore is committed to building girls of courage, confidence and character who make the world a better place! We serve more than 10,000 girls from Monmouth and Ocean counties with the resources to become tomorrow's leaders. All of this is possible thanks to the dedication of our 3,800 adult members, more than 40 full-time staff, 20+ board members and countless supporters, all believing in our mission.

Position Summary

The Finance Manager will plan and direct the financial operations of the Girls Scouts of the Jersey Shore.

Essential Job Functions

- Oversees the operations of the Finance Department, which include accounts payable, accounts receivable, bank reconciliations, and general ledger account codes.
- Prepare and deliver bank deposits.
- Act as Council Administrator for commercial insurance policies.
- Partner with Director of Product Sales to produce product program results (e.g., cookie program).
- Attend fundraising events to manage cash and credit card transactions.
- Prepare monthly financial reports for distribution to Finance Committee and Board of Directors.
- Work with external auditors and provide needed information.
- Oversees the preparation of periodic financial statements, activity reports, financial forecasts, and annual budgets.
- Assist CFO with financial analysis.
- Ensures compliance with local, state, and federal government requirements.
- Perform other duties as assigned.

Skills & Qualifications

- Bachelor's Degree and 2+ years' equivalent experience in finance, bookkeeping, and/or auditing.
- Experience using Bill.com a plus.
- Knowledge of Abila/MIP General Ledger software a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Thorough understanding of Company's products and/or services.
- Ability to be flexible and open to change.
- Ability to accept criticism and work well under pressure.
- Experience identifying problems and implementing innovative solutions.
- An ability to work nights and weekends as needed.

Physical Requirements

- Ability to lift, carry, and transport up to 35 pounds.
- Frequent sitting, standing, walking, bending, and twisting upper body.
- Frequent periods of sitting at a desk and working on a computer.
- Continuous indoor and outdoor activities and exposure to weather, florescent and sun light.
- Must be able to travel within Monmouth and Ocean counties.

Equal Opportunity Employment

Girl Scouts of the Jersey Shore is an equal opportunity employer. Qualified applicants receive equal consideration for positions without regard to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and harassment), marital status, domestic partnership or civil union status, sexual orientation, gender identity or expression, atypical hereditary or blood trait, genetic information, veteran or military status, mental or physical disability, or any other consideration made unlawful by applicable federal, state, or local laws.

To Apply

Interested candidates should send a cover letter and resume to Human Resources at: bjara@gsfun.org, Subject: "Finance Manager". No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

Girl Scouts of the Jersey Shore

800.785.2090 • GSFun.org

Monmouth Service Center

242 Adelphia Road

Farmingdale, NJ 07727

Ocean Service Center

1405 Old Freehold Road

Toms River, NJ 08753

