

Welcome Table, Inc.

Position Description - Financial Manager

General Summary:

Reports to the Executive Director and manages financial transactions involving general funds, grants, contracts and/or gift accounts. Develops and monitors budgets for grants, contracts and/or general funds. Balances accounts payable/receivable monthly.

About Welcome Table

Welcome Table, Inc. is a non-profit organization that was established in 2011 by parishioners of St. James' Episcopal Church. Our mission is to create greater access to education, mental and physical health, and quality food for children, families, and seniors in our east Austin community. Welcome Table leaders, staff, and volunteers take great care to practice hospitality and wholeness as they create spaces where everyone feels welcome, where their gifts are celebrated and nurtured, and their needs are met.

Essential Job Functions:

- Receive and post documents to accounting/budget systems.
- Process checks for payment and pay for invoices.
- Maintain files and prepare financial reports including year-end, IRS-required reporting.
- Develop budgets for Welcome Table programs and unrestricted funds, grants and contracts, and/or gift accounts.
- Prepare and process payroll documents needed to implement payroll/personnel transactions; maintain individual attendance records and payroll processing.
- Ensure that expenditures for budgets, and grants and contracts are monitored and that reports are prepared to maintain balanced accounts, ensure that funds are expended according to sponsoring organization's requirements.
- Oversee the receipt of payments from donors and grant makers. May participate in the development of payment schedules.
- Work with the Executive Director to refine financial standards, policies and procedures.
- Develop reports for funders and private donors.
- Oversee the maintenance of Quickbooks and other budget monitoring systems.

Qualifications:

Candidates are analytical thinkers with strong conceptual and problem-solving skills; demonstrate meticulous attention to detail with superb organizational skills; and have demonstrated ability to work independently and as part of a team.

Required:

- Degree in accounting, business, or related field.
- 3+ years progressively responsible related financial experience. Additional education may be substituted for some experience.
- Solid proficiency in Microsoft Office and accounting software, such as Quickbooks.

Preferred:

- Certified Public Accountant (CPA) license.
- Advanced knowledge in the use of financial software applications, databases, spreadsheets, and/or word processing.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

This is a part-time position (20 hrs per week). The Financial Manager will work remotely, with occasional work onsite.

Welcome Table Contact Information: lizzie@welcometableaustin.org