



## CARROLL COUNTY YMCA CAMP HUCKINS

### Job Description

**Title:** Finance Manager  
**FLSA Status:** Exempt  
**Reports to:** Executive Director  
**Revised:** December 2023

### Position Overview

The Finance Manager, in collaboration with the Executive Director and Associate Executive Director, is responsible for the oversight of Carroll County YMCA Camp Huckins's financial data and practices. The Finance Manager directly oversees: daily, monthly, annual financial reporting, accounts payable procedures, payroll and benefit administration, account reconciliations, and other financial related policies and procedures. They work closely with the Director of Program and People Operations to complete onboarding for new hires, full time and seasonal, and maintain year-round personnel files. The Finance Manager must be able to work in the Camp Huckins office located in Freedom, NH.

### Responsibilities

#### General Accounting

- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner in accounting software (QuickBooks).
- Prepare monthly financial reports (profit & loss, balance sheets and general ledger) and support budget managers in identifying variances in monthly P&L reporting.
- Conduct reconciliation of all accounts as needed, at minimum monthly.
- Perform month-end closings with accuracy and timeliness.
- Perform all activities related to the accounts payable function including reviewing and processing payments.
- Assist in coding vendor invoices to proper GL accounts and process outgoing checks to ensure timely delivery.
- Manage use of organizational purchase cards and facilitate coding of purchases and receipt submissions.
- Reconcile registration (CampBrain) and donor (Bloomerang) financial records monthly to QuickBooks records, working closely with the Registrar and Director of Philanthropy.
- Responsible for processing pre/post season program camp bank charges in CampBrain
- Collaborate with Associate ED and ED to track fixed assets and depreciation.
- Collaborate with Associate ED in monthly CapEx reporting and reconciliation of balance sheet to CapEx P&L.
- Process vendor 1099's.
- Collaborate with auditors for annual audit, providing requested reports and data.
- Assist budget managers in developing the annual budget.

- Oversee preparation of reports to local, state and federal agencies and support staff in generating reports for Y-USA.
- Enforces appropriate systems and internal controls outlined in organizational policies and procedures to safeguard CCYMCA's financial resources and data.

#### **Payroll & Benefits Administration**

- Process payroll on a bi-weekly basis in payroll system (Paycor). Serves as Paycor system administrator for all company modules.
- Collect, review, and verify timesheets and time off requests and discuss any concerns with supervisors.
- Maintain payroll and related records of all employees in accordance with federal, state, and local regulations.
- Maintain and update all employee information in Paycor including personal information, tax withholdings, pay rates, deductions, and other payroll related data ensuring accuracy between service agreements/hiring letters.
- Collaborate with the Director of Program & People Operations and hiring managers on the seasonal staff onboarding process including assistance in sending service agreements and other paperwork via DocuSign and inputting employees in Paycor.
- Track and review background checks, motor vehicle checks, and state of NH DCYF Central Registry Check.
- Manage Y Retirement reporting (YERDI), workers compensation reporting, and benefits reporting.
- Manage employee benefit enrollment for health and dental insurance and retirement accounts, reporting annual salaries/changes to Y-USA.

#### **Administrative Responsibilities**

- Provide phone coverage for incoming phone calls, creating a warm and welcoming impression with callers.
- Provide reports, and narrative as needed, for Board Committee meetings, Board Packets, benefits, insurance, development, etc.
- Provide support on volunteer paperwork and onboarding in collaboration with Associate ED and Director of Program & People Operations.

#### **Qualifications**

- 5+ years relevant experience working in accounting and bookkeeping.
- Knowledge of GAAP a plus.
- Proficient ability in use of Intuit QuickBooks or similar accounting software.
- Knowledge of Paycor or other similar payroll system a plus.
- Ability to use Microsoft Office Suite, especially Excel.
- Proven knowledge in generating and analyzing financial reports.
- Ability to effectively collaborate with members of the team and help colleagues understand certain financial policies and procedures.
- Excellent verbal and written communication skills.

- Strong interpersonal skills, exhibiting patience when assisting employees.
- Perform all job responsibilities with discretion holding organizational and employee data confidential.
- Ability to work in person at the Camp Huckins Office located in Freedom, NH.

### Essential Functions of Position

The list below are the physical and mental aspects of the position. An employee must be able to perform, with or without reasonable accommodation, the following to be considered qualified for this position.

- While performing this job, an employee is regularly required to sit for long periods of time working at a computer.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.
- The ability to hear, understand, and distinguish speech and/or other sounds.

### Benefits

Health & vision insurance (Employee and all dependent premiums 100% covered by CCYMCA), dental insurance (Employee 100% covered), generous paid time off, employee participation in 403(b) savings plan (tax-deferred and Roth accounts), 12% retirement contribution with or without employee match after eligibility criteria is met, professional development, camper tuition reimbursement, and cell phone reimbursement.

**Salary Range:** \$52,000-\$60,000. Compensation commensurate with experience.

### Who We Are

CCYMCA Camp Huckins is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability or veteran's status.

CCYMCA Camp Huckins is committed to providing a safe and inclusive environment where campers, participants, families and staff can discover and be their authentic selves. Through leadership, training and program development, we strive to be inclusive in our practices and to promote equity and opportunity for all individuals. All CCYMCA Camp Huckins staff commit to working in support of these goals.