



Job Description

FINANCE MANAGER

Reports to the Vice President of Operations

Hybrid position with required days in the office

Philadelphia Education Fund's (PEF) mission is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. Founded in 1985, today PEF is the city's most comprehensive, full-service education organization, working tirelessly to expand and improve educational opportunities available to local youth. PEF envisions a Philadelphia where all young people have the skills, knowledge, opportunity, and access to the resources they need to succeed in college and careers.

A key aspect of PEF's work is ensuring that every high school student in Philadelphia is supported in understanding and pursuing their options for a postsecondary academic journey, anchored in college, and supported through workplace and career exposure. To support in this effort, PEF operates a diverse portfolio of offerings targeting students (College Access Program, PhillyGoes2College, Spark Philadelphia, Philadelphia Scholars Last Dollar Scholarship, Fostering College Readiness), teachers (McKinney Center for STEM Education, the Philadelphia Postsecondary Success Program), and the community (Education First Compact, Philadelphia STEM Ecosystem). In 2017, PEF launched an education consulting practice that supports schools and nonprofits deepening student college and STEM related outcomes.

The Philadelphia Education Fund seeks a highly skilled and experienced Finance Manager to support the organization by being responsible for the day-to-day financial operations of the organization. The ideal candidate will possess strong financial acumen and a comprehensive understanding of non-profit accounting principles. This role is crucial in overseeing financial operations, ensuring compliance with international accounting standards (IAS), and providing insights to support decision-making processes

Core Areas of Responsibility

The Finance Manager is an important strategic contributor to the administration and management of PEF's finances. In this role, the Finance Manager's primary responsibilities include processing payroll, recording and tracking financial transactions, coding and managing receivables and payables, updating the general ledger, preparing financial statements and tax documents, overseeing and supporting the design of accounting procedures, and advising on general finance matters.

The ideal candidate will inhabit the role with a keen eye for opportunities to drive efficiencies and process improvements, ease the paperwork burden for staff, and secure cost savings.

Further responsibilities include:

- Execution of all payroll functions. Administrator of all benefits.
- Support all fiscal sponsorship clients
- Processing non-labor expenses for staff
- Preparing W-9, 1099, 1098 and 1096s
- Processing, coding and depositing checks
- Management of all accounting functions and staff – accounts payable, accounts receivable, electronic banking, monthly reconciliations, close month-end books, including processing invoices, entering and tracking receivables in accounting software, preparing journal entries, reconciling credit card vouchers and researching and correcting discrepancies
- Support preparing financial statements for review by the Board of Directors and Senior Leadership Team.
- Assist with audit fieldwork and preparation and management of annual audit, including preparing journal entries, analyzing GL accounts and supporting monthly and yearly close, and reconciling and balancing general ledger accounts
- Assist with the renewals of all insurance policies.
- Support the preparation of detailed fiscal year budgets and corresponding cash flow budgets, to be presented to the Board of Directors for approval.
- Produce budgets for grant applications. Prepare financial reports and invoices for grants.
- Serving as primary contact for landlord and key vendors, including IT, telephones, security, internet, copier, and paper storage.

Qualifications

- Bachelor's degree required.
- 5 years required of financial experience.
- Ideal candidate will possess nonprofit financial management experience.
- Must possess exceptional attention to detail
- Experience working with Bill.com, Bill Spend and Expense, Quickbooks Online, ADP Workforcenow
- Strong project management skills required.
- Proven ability to collaborate with and work through others to deliver financial goals.
- Candidates should possess critical thinking, problem-solving, and accuracy.
- Experience with Accounts Receivables and Payables.

- Demonstrate alignment with PEF's education mission, a plus.

Hiring Range: \$60.000 - \$65.000 per year

The hiring range for this role accounts for the many factors that are considered in making compensation decisions including, but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

The Philadelphia Education Fund promotes a culture of inclusion and does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic orientation, age, disability, veteran status, or any other legally protected factor.

To apply please send your resume and cover letter to: applications@philaedfund.org and please note in the subject line "Finance Manager".