



**Community Education Group
Job Posting
Accounting and Finance Manager**

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

The Finance and Accounting Manager will assist CEG with:

- Financial management, financial forecasting and auditing.
- Managing day-to-day transactions
- Advising the Executive Director and Board of Directors on improving profitability, predicting future costs and revenues, and checking for compliance with financial regulations.
- Collaborating with the Executive Director and Board Treasurer to prepare and file financial reports and tax documents
- Research and suggest ways to improve financial reporting processes.

<u>Job Location:</u>	Flexible. If outside of West Virginia or the District of Columbia, residence within close proximity to a major airport with flights to these regions is required. No re-location costs are borne by the agency.
<u>Travel Requirements:</u>	Less than 10%
<u>Reporting Relationship:</u>	Executive Director
<u>Supervisory Relationship:</u>	Deputy Director





Agency-Wide Duties and Responsibilities:

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.

Position-Specific Duties/Responsibilities:

- Manage the creation, improvement, and implementation of financial policies and procedures for the organization in line with nonprofit requirements as well as federal and state grantmaking requirements.
- Oversee the routine generation of timely and accurate internal and external financial reports, including monthly and annual financial statements.
- Provide financial analyses, reports, and forecasts to management.
- Advise management in financial decision-making and systems development and improvement.
- Oversee the accuracy of the organizational accounting records and maintain the chart of accounts.
- Establish and monitor adequate internal controls.
- Monitor security of organization's financial assets.
- Supervise month-end closings and bank reconciliations.
- Review project award and subaward documents and budgets as needed.
- Support the annual budget preparation process.
- Manage the employee expense reports review process.
- Direct completion of the annual audit and tax returns.
- Ensure timely production, and support review of, project invoices.
- Work with staff as appropriate in achieving financial management goals.
- Other duties as assigned by supervisor.

Professional Qualifications:

- Bachelor's degree in finance, accounting, or related field and a minimum of 8 years of relevant experience.





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- Demonstrated progression in financial leadership and supervisory roles with at least three years of experience managing the finances of a \$5+ million nonprofit organization, preferably international with a mix of funding sources.
- Strong knowledge of: general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- Proficient in the use of financial software programs and Microsoft Office applications.
- Thorough understanding of nonprofit accounting and Generally Accepted Accounting Standards (GAAP).
- Familiarity with Generally Accepted Government Auditing Standards (GAGS) is desirable.
- Knowledge of the Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR) and 2 CRF 200.
- Ability to prioritize multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines in a virtual environment.
- Adept at presenting complex financial information in a clear manner to board members, senior management, staff members, and others.
- Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment.

Compensation and Benefits:

Salary Range: \$65,000 - \$82,000. CEG offers a standard benefits package including paid time off.

How to submit a bid:

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10th, 2021**, and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

