

Title: Manager, Financial Operations

Professional and Educational Requirements: Must possess strong financial management, administrative, organizational, computer/database and overall technical skills in the financial arena. He/she must also have the ability to communicate effectively both orally and in writing. The applicant must have the ability to work collaboratively in a team environment. Team management experience and the ability to plan and conduct staff meetings are desired. The applicant must be well organized, able to multi-task, able to work under pressure to meet deadlines and able to identify and solve problems in work areas under his/her domain. The position requires a person of sincerity, dependability, reliability and honesty. Detailed requirements are presented in the sections below. A person holding a Master's degree or higher in a program relevant to this position such as business administration, business management or accounting and a minimum of 5 years of related experience is desired. Candidates holding a Bachelors degree may be considered if the individual's combination of education and experience is considered adequate to meet the requirements of the position.

Knowledge, Skills, Abilities and Attributes: The Manager of Financial Operations should have noticeable strengths in the following areas:

- Strong knowledge and experience in general financial management of a governmental agency, non-profit association, small business or academic institution;
- Knowledge and experience in general accounting practices including general ledger, accounts payable/receivable, invoicing, payroll, bank transactions/reconciliation, financial reporting, budgeting, audit procedures, management of staff benefits, etc;
- Knowledge of state and federal regulations as they pertain to financial management;
- Ability to analyze and interpret financial data and prepare financial reports, statements and projections;
- Knowledge and experience in financial reporting requirements for grants, contracts, joint project agreements and cooperative agreements;
- Experience working with auditors and knowledge of government audit requirements;
- Basic knowledge and experience in human resources programs and management;
- Skill in the use and application of databases and software programs used for grants and contracts management including but not limited to MSOutlook®, MSWord®, MSEXcel®, MSAccess® and accounting software;
- A level of experience, maturity, skill and proficiency commensurate with a high level of organizational responsibility;
- Individual of high integrity whose conduct both inside and outside the office is above reproach;
- Strong team player with the ability to work with a variety of staff members and outside clients and partners on matters of budget preparation and management and other areas of financial management;
- Knowledge and experience in the use of electronic financial application and reporting protocols used by the federal government and others, including but not limited to grants.gov®, MERX™ and ASAP®;
- Ability to work independently but also in a team environment, motivating others by example; and,
- Ability to identify and solve problems, exercise independent judgment and make decisions within his/her work domain.

Major Duties: The Manager of Financial Operations is responsible for working to improve application and coordination of the Commission's financial and administrative operations to improve organizational

efficiency and address increasing demands for financial reporting and accountability to the Commission's members and outside funders. The position is responsible for the development, review and maintenance of the Commission's financial plans and policies, its accounting practices, the preparation and distribution of financial reports and for maintaining positive relationships with the Commission's auditors, funders and financial institutions.

Specific Duties:

- Provides oversight for all financial operations of the organization;
- Develops, applies and documents internal accounting procedures;
- Staff representative to the Commission's audit and finance committees;
- Serves as staff liaison to the firm conducting the annual audit of the Commission's financial programs;
- Complies with standard accounting procedures as prescribed by the Commission's independent auditors;
- Works with the Executive Director and the Deputy Director on the development of the Commission's annual budget;
- Works with the Executive Director and Deputy Director on the development and maintenance of the Commission's financial policies and procedures;
- Works with staff on the preparation of project budgets for approved projects;
- Manages accounts payable and accounts receivable;
- Prepares monthly journal entries;
- Sets up and monitors bank accounts and investments;
- Executes bank transfers and reconciles bank accounts;
- Executes financial reports on grants and contracts including federal report forms 269A and 272;
- Executes electronic fund transfers and monitors and advises on cash flow status;
- Prepares monthly financial statements for funded projects;
- Prepares quarterly, semiannual and annual financial statements for the Commission's Executive Board;
- Receives staff timesheets to meet payroll deadlines;
- Reviews payroll accounts prior to final processing by payroll company;
- Reviews employer and staff contributions to the Commission's retirement plan;
- Distributes and processes W-4 forms, W-2 forms and other forms necessary for employment;
- Tracks sick time, vacation time and comp time accruals and usage for staff;
- Reviews, approves and executes travel reimbursements for staff;
- Works with staff, as requested, to fill out financial, administrative and legal forms for grant proposal submittals;
- Works with staff, as requested, to coordinate the electronic submittal of proposals and manages e-mail correspondence from websites such as grants.gov®;
- Works with the Commission's auditors on organization's annual audit including the A-133 audit for federal grants;
- Works with the Grants and Contracts Manager, as necessary, on audits of federal grants, on the annual review and approval of indirect cost proposals or other related initiatives;
- Stays apprised of changes to federal and state financial laws and requirements and seeks training opportunities as appropriate, and
- Performs other duties as assigned.

Coordination and Relational Responsibilities: The Manager of Financial Operations works in close coordination with a variety of staff members at the Commission including the Executive Director, Deputy Director, Program Directors, Project Managers and Grants and Contracts Manager in all aspects of financial management. The person may occasionally represent the Commission in meetings and seminars

in the area of financial management and is expected to do so with a high level of decorum and professionalism.

Direct Report: The position's immediate supervisor is the Deputy Director who will be responsible for guiding, overseeing and directing the work of the successful candidate. The Manager of Financial Operations also works closely with the Executive Director and the Grants and Contracts Manager. The person is expected to exercise initiative and judgment in executing assigned responsibilities, and will keep the Deputy Director informed of plans, progress and problems in the day-to-day conduct of his/her duties. The Deputy Director will be responsible for working with the Manager of Financial Operations to set annual performance goals and will conduct an annual performance review and evaluation.

Leadership and Supervisory Responsibilities: The Manager of Financial Operations may recommend to the Executive Director the need to recruit, train and retain permanent or support staff to provide assistance in the day-to-day conduct of the Commission's financial operations. In the event that staff is hired, the Manager of Financial Operations will provide oversight on daily workload and assignments of aforementioned staff.

Work Environment / Physical Demands: The majority of work is performed in a general office setting with no unusual physical demands or environmental factors. The successful candidate will need to be able to work in a fast-paced, time-sensitive, sometimes stressful situation, requiring significant organizational and time management skills to complete assignments against deadlines. The position requires flexibility in work schedule and the ability to occasionally log overtime to meet deadlines. Some travel, usually less than one day per quarter, may be expected under this position. This travel will be pre-approved by the position's supervisor and will occur via standard means (auto, train, and plane).

How to Apply for this Position:

Applications must include a cover letter, resume, salary history and expected salary range.

Please note that all of these items must be provided if applicants are to receive consideration.

Application Deadline: Monday, February 15, 2010

Email Application Materials to: vacancy@glc.org

***The Great Lakes Commission**, chaired by Gov. Patrick Quinn (Ill.), is an interstate compact agency established under state and U.S. federal law and dedicated to promoting a strong economy, healthy environment and high quality of life for the Great Lakes-St. Lawrence region and its residents. The Commission consists of governors' appointees, state legislators, and agency officials from its [eight member states](#). [Associate membership](#) for Ontario and Québec was established through the signing of a "[Declaration of Partnership](#)." The Commission maintains a formal [Observer program](#) involving U.S. and Canadian federal agencies, tribal authorities, binational agencies and other regional interests. The Commission employs approximately 22 full-time employees. Its office is located in Ann Arbor, Michigan.*

Note: The Great Lakes Commission, as an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Great Lakes Commission that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, national origin, religion, age, sex, height, weight, sexual orientation, marital status, partisan considerations or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.