**The Mentoring Center**

**Finance Manager**

The Mentoring Center is seeking a Finance Manager to join our team!

**About The Mentoring Center**

Founded in 1991, The Mentoring Center is an organization based in the community and created to serve and support youth and young adults through *Transformative MentoringTM*. TMC provides:

1. direct service to young people, with a specific focus on those who are systems-impacted;
2. training, technical assistance and program design support to individuals and youth serving organizations and institutions, and;
3. policy advocacy for those policies directly impacting our youth and young adults, including but not limited to policies for violence prevention, health and wellness, juvenile justice, and school pushout.

The well-being of advocacy on behalf of and opportunities for our youth and young adults are at the center of our work.

**About the Role**

The Finance Manager position requires an individual who is detail-oriented, deadline-driven, communicative, initiative-taking, and collaborative.

**Job Summary**This position is responsible for all accounting and bookkeeping activities including financial statements, budget preparation and variance tracking, monitoring allocation schedules, and management of annual audits.

**Duties and Responsibilities:**

* Prepare and update allocation schedules for shared program and organizational expenses using the appropriate methods.
* Reconcile general ledger and allocate program expenses and other allocations on a monthly basis.
* Manually post bi-monthly payroll from Paychex journals into QuickBooks with determined allocation.
* Reconcile and allocate credit card transaction expenses, monthly reconciliation of bank statements, line of credit, and investment account in QuickBooks Desktop (cloud-based).
* Post invoices online for programs in the City of Oakland system on a quarterly basis. Prepare invoices for Fiscal Agent and other clients when requested. Enter Accounts Receivable transactions into QuickBooks.
* Post Accounts Payable vendor invoices, check requests for expense reimbursements, and program participant stipends into QuickBooks for processing. Review AP weekly and advise on invoices to pay.
* Allocate distribution of grocery cards, bus passes, and petty cash in QuickBooks to specific programs.
* Create new vendors, clients, and other accounts in QuickBooks. Assist with vendor filing and create new folders for the new fiscal year (calendar).
* Produce financial reports, as needed, for grant proposals and produce monthly financial statements/forecasts, with analyses to budget. Produce cashflow reports for the Management Team.
* Oversee year-end W-2 forms prepared by Paychex and enter annual 1099 figures into Yearli for distribution.
* Manage the annual audit. Prepare, review schedules, and provide supporting documents as requested by the auditors.

**About You**

* Three or more years of experience in bookkeeping, accounting, and finance with a minimum of **one** year’s experience with nonprofit organizations with QuickBooks Desktop.
* Proficiency with Excel, Microsoft Office Suite (Word), and Microsoft Windows. Experience with cloud-based accounting systems and government contracts is a plus.
* A bachelor’s degree or equivalent (could substitute experience for degree).
* Adhere to policies and procedures for handling confidential documentation and information.
* Must be meticulous and possess excellent communication skills.
* Punctual and extremely dependable.
* Highly organized and detail oriented.
* A background check will be required if selected for the position.

**Equal Opportunity Employment**

The Mentoring Center is committed to upholding an inclusive and supportive work environment that reflects the rich diversity of youth, their families, and the community members we serve. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community.

The Mentoring Center is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, marital status, sex, gender or gender identity, age, sexual orientation, or any other factor not related to the ability to successfully fulfill the requirements of the position. Applicants with personal or lived experience with the juvenile or criminal legal systems, or the child welfare systems are strongly encouraged to apply.

This is a 30-hour per week position, with a minimum of three (3) days in the office. This position includes the following benefits:

* Paid vacation, sick days, and holidays
* Health coverage: medical, vision, and dental
* 401K

Compensation for this position is $70,000 depending on skills and experience.

**To APPLY:**

Please send resume and cover letter to: [tmc@mentor.org](mailto:tmc@mentor.org).

No phone calls or office visits.

For more information about The Mentoring Center, please view our website at [www.mentor.org](http://www.mentor.org)