



**Job Title:** Finance Manager, Oklahoma Partnership for School Readiness Foundation

**Reports to:** Director of Finance

**Revision Date:** 10/9/2024

### **General Function**

The Oklahoma Partnership for School Readiness (OPSR) is the State's Early Childhood Advisory Council whose mission is to lead Oklahoma in coordinating an early childhood system that strengthens families and ensures all children are ready for school. The Finance Manager must have a passion for nonprofit work and a strong foundation in accounting principles. This role involves assisting with the preparation of financial reports, processing transactions, and maintaining accurate financial records. The Finance Manager will support the financial health of the organization, and the compliance of Clearinghouse funded projects.

### **Essential Finance Functions**

- Assist in the preparation of monthly financial statements and other financial reports.
- Support the accounts payable and receivable processes, ensuring timely and accurate billing and payment.
- Reconcile bank statements and maintain organized financial records for audit purposes.
- Assist in the presentation of financial reports.
- Support the accounts payable and receivable processes, ensuring timely and accurate billing and payment.
- Assist with budget preparation and monitoring expenses to ensure the organization operates within its financial means.
- Process donations and prepare acknowledgment letters for donors.
- Work closely with the finance team to implement financial policies and procedures that comply with regulatory requirements.
- Provide administrative support to the finance department, including filing, data entry, and handling sensitive financial information with confidentiality.

### **Essential Clearinghouse Functions**

- Leads the compliance oversight of each Clearinghouse Project.
- Creates, coordinates and reviews with CFO and other Finance/Compliance managers accounting policies and procedures, as well as a detailed process for claim submission, review, and reimbursement for project contractors.
- Identifies, monitors and communicates Clearinghouse Project-related issues, risks, scope changes, variances and contingencies that may arise during implementation of the project, including preparation of correspondence and reports detailing information pertaining to assigned subject matter.
- Adheres to regulatory reporting guidelines and deadlines.

- Evaluates information compiled; identifies and recommends solutions or courses of action based on factors such as attainment of project goals and objectives, cost effectiveness and compliance with pertinent legal and regulatory guidelines.
- At least quarterly, conducts compliance monitoring for each Clearinghouse Project and interprets these reports to CEO and OSPR board.
- Facilitates remediation of monitoring findings by training the contracted staff of the Clearinghouse Project to make course corrections and improve outcomes.
- Participates as a member of various committees to identify and study problems or subjects and makes appropriate recommendations to management staff; works with administrative personnel of OPSR to study and resolve problems.
- Organizes and conducts project team meetings to communicate project status and/or changes to stakeholders at all levels.
- Performs related work as required and assigned.

### **Complexity of Skills and Abilities**

- Knowledge of managing multiple projects and of the principles and practices involved in planning, organizing and coordinating activities; of analysis and evaluation techniques; and of report writing and presentation.
- Organized, inquisitive, innovative problem solver with the ability to perceive, understand and interpret facts quickly and precisely.
- Ability to work independently and to coordinate a wide variety of activities.
- Interpersonal skills necessary to provide positive solutions to complex and diverse issues involving employees, contractors and partners involved in the project.
- Skill in communicating clearly and concisely, both orally and in writing; in analyzing complex and sensitive situations and making appropriate recommendations; and establishing and maintaining effective relationships with state officials, employees and the public.
- Diplomacy as a necessary soft skill (will work with diverse stakeholders and contractors to deliver monitoring assessments to guide and improve project objectives, evaluation, and fiscal accountability.) A compliance manager must explain in layman's terms the nature of a problem, offer a correction plan, invite contractors to provide solutions and then monitor for remediation.
- Strong understanding of state and federal laws pertaining to the spending and oversight of public dollars.
- Stays abreast of technology advancements, and can offer a work history of preventing, detecting and remediating compliance violations.

### **Physical and Travel Requirements**

- At least 50%, primarily by car.
- Occasional travel required during evenings and weekends.
- Occasional lifting up to 25 lbs., bending, and kneeling throughout the day
- Prolonged standing, sitting, and walking
- Valid Driver's License and Auto Insurance Coverage

### **Preferred Minimum Qualifications**

Bachelor's degree and a minimum of three years' experience in early childhood or non-profit management required. This position requires some evenings, weekends and extended hour work at peak times during submission deadlines.