



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Crescent Cove Job Description: Finance Manager

Reports to: Executive Director

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with a shortened life expectancy, and to their families who love them. Crescent Cove is Minnesota's first residential children's respite and hospice home, which opened in May 2018 in Brooklyn Center. The Home provides short, 1-7 day respite breaks for children with life-threatening conditions, as well as sacred space beyond the hospital or home environment for compassionate care at the end-of-life. Crescent Cove provides support services such as massage, music, and art therapy, spiritual care and healing touch, and support groups for families caring for a child with a life-threatening condition.

Job Description:

- The Finance Manager will oversee the finance and accounting tasks of Crescent Cove managing the expenses, maintaining vendor records, completing required filings for local, state and federal agencies for licensure, completing and overseeing the insurance policies, utilizing accounting software to maintain all accounts, prepare the annual budget and monthly financial statements, as well as prepare for annual audit and state and federal filings.

This is a FT (32-40 Hrs) a week, benefit eligible position. We offer a hybrid work environment, and the flexibility to work non-traditional hours allowing you to create a schedule that works for you and for Crescent Cove. This is a great role for someone who is transitioning back into the workforce or out of the traditional accounting workforce.

Job Responsibilities:

- Understand and follow Crescent Cove's financial procedures
- Prepare Monthly financial reports
- Manage the annual budgeting process
- Manage receivables including recording pledges, grants and medical reimbursement
- Reconcile all financial accounts including Quickbooks, donor database, bank accounts, credit cards, petty cash and gift cards
- Review investment statements and update schedules
- Update fixed asset schedules
- Allocate expenses and prepare and record all journal entries
- Maintain inbound and outbound correspondence (phone/email/written) with vendors and suppliers
- Pay and record invoices utilizing Quickbooks
- Prepare for and work with auditor on annual audit

- Complete annual insurance applications and oversee implementation of policies
- Attend and participate in monthly finance committee meetings and board meetings as needed
- Other duties as assigned by the executive director

QUALIFICATIONS:

- Accounting or Finance Degree
- 5 years experience, (non-profit accounting experience not required)
- Self-sufficient, self-starter, able to work independently and to think outside the box to identify/prioritize tasks
- Resilient, flexible, and able to adapt to ever-changing circumstances and responsibilities
- Excellent organizational skills, attention to detail, thorough and a desire to be accurate
- Understands the need for compassion and privacy when dealing with patient or donor information
- Effective interpersonal communication skills displayed through strong listening, writing, and speaking abilities
- Community involvement
- Strong PC user skills and experience using Microsoft Office products including a high level of proficiency with MS Word and Excel.
- Ability and willingness to learn new software packages and to work within donor management software, financial software (QuickBooks), Payroll software (KPay)