



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Crescent Cove Job Description: Finance Manager

32 hours per week

Salary Range: \$59,452-\$64,452 DOE

Reports to: Executive Director

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with shortened life expectancies, and to their families who love them. Crescent Cove is Minnesota's first and only residential children's respite and hospice home, opened in May 2018 in Brooklyn Center. This joyful home-away-from-home is a place where children and families feel embraced, assured and celebrated.

Kids and young adults, 0-21 years old, are able to stay in one of five bedrooms for overnight respite and, as needed, a sacred place for end-of-life. Nursing professionals trained in pediatric palliative care are on-site to provide daily care, and Crescent Cove has a network of therapists to engage kids through music, art, or pet therapy, healing touch, spiritual care and hydrotherapy.

There is tremendous demand for this innovative model of care. Crescent Cove is planning for a second facility by 2028.

Job Description:

- The Finance Manager is a member of the Leadership Team, providing strategic direction and support for the Executive Director.
- 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, preparing the annual budget and monthly financial statements, as well as preparing for annual audit and state and federal filings.

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) regarding donations and medical billing.
- Record invoices and deposits in Quickbooks.
- Prepare for and work with auditor on annual audit.
- Complete annual insurance applications and oversee implementation of policies.
- Prepare materials for and participate in monthly Finance committee meetings, Investment committee meetings, and Board meetings as needed.
- Manage Medical Billing for Medicaid Waivers.
- Coordinates financial tasks related to Crescent Cove's growth and development of a second facility.
- Prepare 1099s and manage W9s.
- Other duties as assigned.
- Ensure Payroll and Retirement are accurately uploaded to Principal.

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 has 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).