



GIRL SCOUTS OF CENTRAL AND WESTERN MASSACHUSETTS

JOB DESCRIPTION

TITLE: Finance Manager

REPORTS TO: Chief Financial Officer

Classification/FLSA Status: Regular, Full-time, Exempt

LOCATION: Worcester Leadership Center

POSITION SUMMARY: Manage day-to-day accounting tasks including Accounts Payable, Accounts Receivable, Girl Scout Shop transactions, membership dues recording, and Girl Scout Cookie and other product sales transactions. Primary contact for Girl Scout Troop banking. Lead Finance team functions in the absence of the CFO.

Essential Duties & Responsibilities:

1. Receive and process invoices and check requests on a regular schedule, ensuring proper accounting codes, appropriate signature approval, and timely payment;
2. Maintain vendor records to ensure ease of use and readiness for annual audit;
3. Review daily transaction reports from Girl Scout Shops, following up with shop staff to ensure appropriate coding, backup, and correction of errors;
4. Manage bank deposits for any cash or checks received;
5. Work in tandem with Product Program Manager during annual product sale programs to accurately record product purchases, monitor and record troop sales and awards programs, conduct final reconciliations when sales period is over;
6. Primary contact for Girl Scout Troop banking using online platform *Crowded*; work in coordination with Membership staff to train troop leaders using *Crowded* and troubleshoot as needed;
7. Review employee expense reports using online platform *Emburse* (formerly *Certify*), ensuring appropriate coding and timely submission and reimbursement;
8. File and pay monthly sales tax;
9. Support monthly close, including bank reconciliations and membership dues reconciliation with Girl Scouts of the USA; conduct regular review of general ledger and distribute departmental budget reports.
10. Assist staff members as needed with reports on grant programs and budget status;
11. Ensure organization-wide compliance with internal controls and recommend changes as needed;
12. Support annual financial audit as needed;
13. Support and participate in organization-wide events such as Silver & Gold, Geek is Glam, Cookie Drop and Cookie Cupboard;
14. Actively contribute to positive office culture through professionalism, mutual support of co-workers, and excellent customer service to troop leaders, vendors, and other external stakeholders;
15. Support and promote Girl Scout Promise and Girl Scout Law internally and externally;
16. Other duties as assigned.

**Required Skills/Abilities:**

1. Demonstrated knowledge of accounting principles, including internal controls and transparency; experience with A/P, A/R and general ledger activities.
2. Detailed-oriented and committed to accuracy;
3. Proficient in Microsoft Office applications, advanced knowledge of Excel;
4. Must have own transportation and ability to travel regularly to Holyoke office and occasionally to troop events and summer camps;
5. Must be available for occasional evening and/or weekend work;
6. Must be able to pass CORI/SORI background screening;
7. Excellent communication skills, both written and oral and a commitment to transparency and honesty;
8. Comfort with learning new technologies and incorporating into daily operations;
9. Commitment to working collaboratively with other departments and staff members;
10. Commitment to Girl Scout mission, previous experience a plus.

Education and Experience:

1. Bachelor's Degree or equivalent work experience;
2. At least 2 years' prior experience in accounting position in a non-profit organization;
3. Knowledge of online accounting platforms, previous experience with MIP Core Accounting platform preferred.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

1. Prolonged periods sitting at a desk and working on a computer.
2. Operate office equipment manually.
3. Must be able to lift and/or move up to 25 pounds at times.

Core Competencies:

- Mission Focused Outlook
- Collaborative Workstyle
- Financial Acumen
- Critical Thinker
- Proactive Communicator
- Customer Service Mindset
- Digital, Virtual and Technical Proficiency
- Social Justice and Inclusion (DEI)

*Registration as a member of Girl Scouts of Central and Western Massachusetts (company paid)