

Finance Manager

The Position:

The Finance Manager manages the day-to-day financial operations and accounting functions. The Finance Manager develops and maintains efficient and effective financial operations, assists in preparation of organizational and department budgets and financial analyses, and ensures that appropriate policies, procedures, and internal controls are maintained to safeguard the organization and facilitate effective financial management.

The Finance Manager will be an experienced and can-do professional committed to building and maintaining effective infrastructure for financial management, and will bring to the position strong analytical and organizational skills and the ability to be task-oriented and hands-on. This position reports to the Controller.

Essential Duties:

- Adhere to policies, procedures and internal control measures to safeguard assets and prevent fraud.
- Conduct month-end closings, balance sheet reconciliation and ensure all accounts are properly reconciled.
- Prepare and communicate timely monthly financial statements to all departments.
- Supervise bank accounts, cash flow analysis and all bank reconciliations.
- Work closely with Controller and other departments to ensure good accounting practices and procedures are being followed.
- Manage payroll department.
- Audit Accounts Receivable, Accounts Payable and Journal Entry transactions.
- Review and analyze various insurance policies and payments including deferrals & accruals.
- Assist Controller with supervision of day to day operations.
- Assist with preparation of annual budgets, forecasting and variance analysis.
- Prepare year-end reconciliations and assist with the annual financial audit.
- Work on special projects and/or ad hoc analysis.
- Other duties as assigned.

Qualifications and Experience:

- At least 3 to 5 years of finance experience.
- BA/BS in Finance, Accounting, Business, or Economics.
- Strong interpersonal skills, an ability to work well with a wide variety of people in a team setting
- Excellent communication, writing, inter-personal, and presentation skills.
- Proven effective and efficient project management skills.
- Knowledge of Microsoft Office: Word, Excel, Outlook and more
- Knowledge of GAAP — Generally Accepted Accounting Principles.
- Experience with Ultimate Software/UltiPro and SageInteracct preferred

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to write and present engaging science programs. Ability to speak effectively before groups or individuals.

Compensation and Benefits

This position is on-site, exempt, full-time and at PIER 39 by Fishermen's Wharf. We offer a competitive salary and health benefits.

To Apply:

If you are interested in this position, please first visit and thoroughly explore our website: aquariumofthebay.com. Then submit cover letter and resume via email at hr@baycotarium.org. Include your name and "Finance Manager" in the subject line, and submit a cover letter and resume as separate attachments. No phone calls, please.

It is the policy of Aquarium of the Bay to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to those with disabilities and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, national origin, disability, age, political affiliation or citizenship. All qualified applicants, including minorities and women, are encouraged to apply.