



Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? SAM is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Finance Manager.

Finance Manager

The Finance Manager at SAM serves as a senior level bookkeeper and ensures partner organization finances are presented accurately and efficiently. In this senior bookkeeping role and depending on teams assigned, the Finance Manager may have a role of recording the day-to-day transactions or producing and analyzing monthly financial statements.

The Finance Manager must be self-motivated and demonstrate the ability to collaborate with other employees in a fast-paced, flexible environment. The focus of this job is on producing high-quality, detailed work based on established standards, guidelines and procedures. Precise consistent work output is essential, requiring patience and a willingness to handle and complete one task at a time, while also juggling multiple priorities. Consistent error-free work, based on defined regulations and standards, are key measures of job performance success. The job environment promotes steady methodical work output so that job routines can be completed on-time and error-free.

Join Our Team: Two Steps to Apply

1. Email a cover letter of interest and current résumé to jobs@sam-firm.com
2. All applicants are required to complete an online Predictive Index assessment. To access the assessment, please paste this link in your browser:
<https://assessment.predictiveindex.com/dpT/bdda67bc-f0e9-41cf-886d-d3b856904ba0?type=candidateba>

Primary Responsibilities of the Position

Responsibilities may include the following:

- Ensure accurate and complete financial records are maintained, including recording payments received and expenses paid
- Prepare bank deposits regularly
- Manage accounts payable ensuring the organization's expense approval policy is followed and prepare checks regularly
- Manage accounts receivable
- Reconcile bank accounts and post monthly journal entries
- Prepare a standard set of financial reports monthly according to current GAAP and FASB standards
- Work in conjunction with CPA and Finance Director to ensure all tax documents and filings are completed and assist with financial audits
- Assist with the annual budgeting process

Experience & Skills Required and Preferred

- A Bachelor's degree, professional certification or equivalent years of experience
- Experience in a finance, bookkeeping or staff accountant position, or related field
- Knowledge of QuickBooks; knowledge of QuickBooks Online preferred

- Experience working with professional/trade associations/nonprofits is preferred
- Excellent verbal & written communication skills
- A "rolled-up sleeves/get it done" approach to work and role
- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment and set and achieve strategic objectives
- Must be a self-starter, flexible and adaptable to change, and work both independently and as a strong team player with hands-on customer service skills
- Computer/technology tools proficiency, specifically with Microsoft Office Suite and Mac OS (SAM is a Mac environment)
- Must be comfortable in completely open and flexible office space environment

Salary/Benefits/Perks

- Competitive salary range, based on comparable small staff nonprofit/association
- Comprehensive benefits including health insurance options with significant company contribution, access to dental/vision insurance and retirement program match
- Standard Paid Time Off (PTO) and paid holidays policies
- Ongoing training, assistance and opportunities for career development
- Company sponsored volunteer opportunities
- Regular staff outings and team-building gatherings
- Corporate culture that exemplifies our core values: *Build Trust, Seek Clarity, Stay Curious, Practice Empathy, and Champion Growth*

Strategic Association Management (SAM) is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization’s mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.