



**Job Title: Finance Manager**

**Reporting To:** Chief Financial Officer

**Company Services:** 4th Sector Solutions provides shared services, including financial management and reporting, operations, start-up, human resources management and foodservice administration, to charter schools and educational nonprofits currently operating in Louisiana, New York, Washington, DC, and Texas.

**Company Location:** Based in Baton Rouge, Louisiana with a New Orleans office. Work will be based in Baton Rouge with potential for travel to New Orleans.

**Responsibilities:**

- Create and manage client budgets, including creating various scenarios, to ensure clients' meet financial goals and have sufficient operating cash flows.
- Recommend actions to optimize the positive educational impact, within the client's educational model, of all available financial resources.
- Create monthly financial reports and present them at client Finance Committee meetings and Board of Director meetings.
- Respond to client requests in a timely and accurate manner.
- Create multi-year budget models for new school approvals, facility financings and general management.
- Manage accounting and financial systems and maintain full and accurate accounting records. Reconcile general ledger accounts.
- Manage the payroll process by ensuring that all employees are paid the proper amounts and liaise with payroll processing company to ensure that all tax payments are paid on time.
- Manage the vendor payment process, ensuring that all vendors are paid on time and the appropriate amounts. Verify that all payments are within budget.
- Prepare and submit periodic grant drawdown requests, following all applicable federal, state and local requirements, to ensure the receipt of all monies owed to clients.
- Prepare statutory reports and financial statements in forms acceptable to the governing body.
- Build automation tools to improve organizational efficiency and performance.
- Prepare accounting and financial information for annual audit. Liaise with external auditor and manage, coordinate and integrate the work of internal and client personnel to ensure a successful audit conclusion.
- Analyze and implement best practices and procedures to improve client and internal efficiency and productivity.
- Create ad hoc reports and analysis upon request.
- Participate in internal strategy and client acquisition meetings.
- In-state travel required for client meetings. May include some overnight travel.

- Must be available for regular evening meetings with clients.

**Qualifications:**

- **Education and Experience:** Bachelor's Degree in Finance or Accounting; CPA and/or MBA preferred.

**Preferred Skills and Work Experience:**

- Two to seven years of previous work experience with demonstrated knowledge of budget management, automation, financial reporting, client presentations and day to day accounting. Non-profit experience preferred.
- Advanced Excel skills.
- Strong analytical ability. Demonstrated ability to work under pressure and meet deadlines. Comfort in making client presentations on a regular basis. Demonstrates good judgment; strong interpersonal skills; solid problem solving skills; ability to handle multiple projects; self-motivated and well organized.

**Company Culture:** We are dedicated to a social mission of helping our clients create successful, high-performing charter schools serving traditionally disadvantaged populations. We accomplish our mission by providing best-in-class finance, human resources and operations services from a team that is zealous about superior client service.

Forward a letter of interest and resume highlighting career objectives, current skills and experience to [info@4thsectorsolutions.com](mailto:info@4thsectorsolutions.com). The subject heading of the email will reference "Finance Manager".