

JOB TITLE: Finance and Admin Manager

LOCATION: 501 E. 1700 S., Salt Lake City, UT 84105

REPORTS TO: Chief Financial Officer

FLSA STATUS: Exempt, Full-Time

PAY RANGE: \$65,000-\$75,000

*To apply, please email a resume and cover letter to Sarah Beaumont at [sarah@cdcutah.org](mailto:sarah@cdcutah.org).*

JOB SUMMARY:

Community Development Corporation of Utah (CDCU) is a non-profit organization and community development financial institution (CDFI) whose mission is to help our community thrive by empowering people on their path toward financial security, housing stability and access to affordable homes. CDCU offers a variety of programs and services including financial and housing counseling and education; housing-related financial assistance and lending products such as down payment and mortgage assistance and mortgage, critical repair and consumer loans; and single- and multi-family real estate development and properties for rent and sale.

The Finance and Admin Manager is an ideal role for someone with solid non-profit finance experience who is looking to take the next step in their career and help manage accounting processes for a diverse portfolio of programming – including Federal and local government grants, private contributions, real estate development and loans. As part of a small organization with less than 20 employees, this role is also responsible for some Human Resources and office administration functions. The role is well suited to someone with an entrepreneurial spirit, who enjoys making systems more efficient, can problem solve independently, and has high attention to detail. This position reports to the CFO.

PRIMARY DUTIES/RESPONSIBILITIES:

**Finance (80%)**

- Responsible for the delivery of cost effective and efficient accounting and financial systems, policies and processes that meet the current organizational requirements
- Prepare all bank reconciliations, journal entries, accounts payable, accounts receivable transactions, and loan management documentation
- Responsible for biweekly payroll and year-end tax filings
- Execute accurate and timely monthly, quarterly and year-end close and provide senior leaders with detailed budget-to-actual and financial statements
- Prepare and send quarterly sales tax reports
- Responsible for financial reporting of federal and non-federal grants
- Contribute to the annual financial audit working closely with CFO, CEO and auditors
- Oversee the continuous improvement of accounting and financial processes and systems, with the goal of achieving best practices and optimal output
- Maintain organized records for all finance files and follow proper record disposal procedures

**Administrative (20%)**

- Maintain HR and employee files and lead the renewal of annual employee benefits
- Responsible for onboarding and offboarding employees, including posting new job descriptions, organizing interviews, conducting background checks and I-9 verifications, liaising with IT to set up new accounts, completing onboard paperwork and benefits set-up (onboarding) and exit interviews and coordinating unemployment claims (offboarding)
- Order and manage office supplies
- Manage vendor (IT, maintenance, printer, etc.) relationships and subscriptions and make recommendations to optimize services
- Review and update Employee Handbook to ensure it reflects the latest policies and procedures
- Support CDCU's Board of Directors with administrative tasks
- Contribute to CDCU mission and assist other teams in answering phones or greeting clients at front desk as scheduled
- Other related duties as assigned

ESSENTIAL QUALIFICATIONS/REQUIREMENTS:

EDUCATION/ EXPERIENCE/SKILLS:

- Undergraduate degree or combination of relevant course work and related work experience
- 4-6 years of professional experience, including minimum 2 years' experience with general ledger coding and financial statement preparation, with preference for nonprofit and/or community-based lending
- Solid knowledge of accounting principles, particularly in relation to not-for-profit organizations and government contracts, and ability to integrate new accounting guidance when issued
- Demonstrable experience with accounting software (preferably AbilaMIP and QuickBooks), Microsoft Excel, Outlook, and Teams
- Dependable and maintain confidentiality and integrity in all work responsibilities.
- Ability to work quickly and accurately with minimal supervision, ensuring a high level of productivity
- Strong math skills for performing precise financial calculations and analyses
- Exhibit exceptional organizational skills to effectively manage multiple responsibilities, maintain accurate records, and meet deadlines
- Ability to work cooperatively and collaboratively with all levels of employees, senior leaders, and external organizations, vendors and other partners to maximize performance, creativity, problem solving, and results

WORK ENVIRONMENT:

PHYSICAL/MENTAL DEMANDS: Office environment.

HOURS: 40 hours/week. Mon-Fri 8-5.

**BENEFITS:** CDCU offers a comprehensive set of benefits including 20-25 paid time off days (depending on tenure), 11 paid US holidays, paid parental leave, SEP IRA retirement savings plan, disability and life insurance, and primarily employer-paid health medical insurance.

**ADDITIONAL:**

CDCU is an Equal Employment Opportunity employer where employment is based upon personal capabilities and qualifications without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy applies to recruiting, hiring, compensation, benefits, termination and all other terms and conditions of employment.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.