



Position: Finance Manager

Location: Summit, New Jersey

of Openings: 1

Who are we

Bridges is a rapidly expanding, leading non-profit organization specializing in preventing and ending experiences of homelessness. Bridges began as an outreach organization feeding people experiencing homelessness. Today, these outreach services are a gateway to forming relationships with our clients, allowing Bridges to offer individual case management services focusing on health, housing, and independence. This unique offering has contributed to our remarkable growth and is the differentiator that sets Bridges apart from other organizations. If you have a startup mentality and are excited about joining a team that's solving homelessness, this may be the place for you.

Position

Reporting to the President, the Finance Manager will provide financial oversight, reporting, and analysis aimed at ensuring the organization's fiscal health and sustainability. This role will oversee all bookkeeping, financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The Finance Manager will work closely with the President to develop and implement financial policies and procedures which support the organization's mission and goals.

As the manager for financial elements of the company, the Finance Manager will be a crucial partner to the President and leadership team, involved in strategic planning, evaluation, professional development initiatives, and planning for Bridges' expansion throughout New Jersey.

Specific responsibilities include:

Financial Management

- Develop and implement financial strategies that support the organization's mission and goals.
- Provide financial protocols for using and reporting restricted funding sources, including multiple public funding sources.
- Partner with a growing team on integrating Medicaid reimbursement into Bridges' revenue mix and successfully connect significant programmatic activity with reimbursement income.
- Manage and financial operations, including accounting, budgeting, forecasting, and financial analysis.

- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other economic systems.
- Prepare and present financial reports to the President and leadership team, providing analysis and recommendations as needed.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Manage relationships with key external partners, including banks, auditors, and other financial service providers.
- Manage cash position and accounts receivable.

Budgeting and Forecasting

- Serve as a key partner in the annual budgeting process, working closely with program managers and other stakeholders to set realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the President and leadership team.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making.

Tax Filing and Compliance

- Execute all tax filings and compliance requirements, ensuring that the organization complies with all relevant laws and regulations.
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements.

Qualifications

The Finance Manager will have at least four years of professional experience, preferably managing the finance and bookkeeping of nonprofit corporations receiving significant public funds and funding from diverse sources. The successful candidate will have experience creating and driving the policies and procedures necessary for managing organizational change in a highly entrepreneurial and fast growing company.

The successful candidate will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Accounting, Business, Management, or Finance (CPA a plus)
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include audit, compliance, budgeting, resource development, and forecasting - inclusive of government funding and Medicaid reimbursement
- Demonstrated resourcefulness in setting priorities and proposing new ways of creating efficiencies
- Technologically savvy, with an ability to point to examples of having worked with internal partners to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to Bridges' mission.