



Job Description

Business and Finance Manager

THE POSITION

Vermont Afterschool is searching for a Business and Finance Manager to help increase our operational capacity. Demand for our work and resources continues to grow, and we would love to bring someone onboard in this capacity who is interested in helping us make a difference in the world. This is a newly created, full-time position, crafted to work closely with the Executive Director and Assistant Director to manage our financial and accounting systems, support our staff and programs, and become a vital part of our team.

This is a full-time position that offers benefits and is based in our South Burlington, VT office. All staff are currently working hybrid remote/in-person schedules due to the COVID-19 pandemic. We strongly prefer that candidates be able to work regularly from our South Burlington, VT, office when public health and safety guidelines allow. Reporting to Vermont Afterschool's Executive Director, this position offers opportunity for growth and development, and we encourage all interested candidates to apply even if they do not meet all of the qualifications.

THE ORGANIZATION

Vermont Afterschool is a statewide non-profit organization dedicated to strengthening programs, building partnerships, and transforming communities so that all Vermont youth are active, engaged, connected, and heard. As the lead organization in Vermont for issues concerning afterschool programs, out-of-school time, summer learning, and expanded learning opportunities, we love our work. We know that young people make a better Vermont and strongly believe that all children and youth have the right to opportunities that will help them grow into happy and healthy adults.

KEY RESPONSIBILITIES

Finance

- Manage accounting and banking practices
- Budget planning, management, reporting, forecasting
- Perform all regular accounting practices including A/R, A/P, GJE, reconciliations, etc.
- Maintain Quickbooks and chart of accounts
- Liaison w/CPA for filings, EOY reconciliation, and compliance oversight
- Prepare financial grant reports according to the reporting schedule of each grant
- Prepare grant confirmations and monitor reporting requirements
- Assist in grant review from subgrantees
- Monitor cash flow and cash management
- Manage insurance accounts, renewals, and audits; liaison w/ insurance reps
- Participate in projects as needed – individually and in groups

Human Resources

- Supervise bi-weekly payroll and employee benefit programs
- Communicate payroll and employee deductions to payroll company
- Post employee time to the appropriate funding source
- Maintain records for taxable benefits
- Assist teams with employee recruiting and hiring
- State regulation oversight/conformity

The Business and Finance Manager will work collaboratively with all members of the Vermont Afterschool team and may be asked to accept other duties as assigned to ensure a responsive and nimble organization serving youth and providers across the state.

QUALIFICATIONS AND CHARACTERISTICS

- Significant training and experience in nonprofit bookkeeping or accounting; experience using QuickBooks preferred; Bachelor's degree in Accounting or Finance desired.
- Sufficient understanding of Education Department General Administrative Regulations ([EDGAR](#)) and/or the ability to develop a solid understanding quickly.
- Willingness and desire to bring energy and adaptability to Vermont Afterschool and its mission, style, and team culture.
- Organized, flexible, and able to improve and develop our systems and practices and to treat new experiences as opportunities to grow.
- Excellent written and oral communication and digital skills, as well as strong interpersonal skills, including proven record of working collaboratively with others.
- Ability to multi-task with excellent time management and organizational skills, and to work independently with self-direction.
- Confidence in solving problems with tenacity and perseverance.
- Self-starter with a positive attitude, sense of humor, and ability to adapt quickly to changing needs.
- Interest in growing professionally and receiving constructive feedback.
- Proficiency in the use of technology, including MS office products (e.g., Word, Excel, Publisher), and the ability to produce documents and reports that are well-written and well-presented.
- Must be able to work at a desk and on a computer during regular work hours and able to lift at least 10 pounds.
- Must have access to reliable transportation to and from the office. While some flexibility is available, the position will be based primarily out of Vermont Afterschool's offices in South Burlington, VT.

HOW TO APPLY

- We offer a competitive compensation package and the opportunity to play a role in growing an organization. Expected compensation for this position starts at \$30/hour and depends on qualifications and experience.
- To apply, please send a cover letter, resume, and three references to jobs@vermontafterschool.org. Applications are being accepted on a rolling basis and must be submitted electronically. The position will be posted until filled and is available immediately. Vermont Afterschool is an equal opportunity employer, and we especially welcome applications from individuals who will contribute to our diversity.