

Finance Manager

About Us:

Building One Community (B1C) is a Stamford, Connecticut-based nonprofit supporting the successful integration of immigrants and their families. At B1C, immigrants acquire the tools they need to thrive. We provide free services that educate, employ, empower and engage immigrants and the broader community. Our programs include English Language classes, Family and Individual Support Services, Academic Enrichment Programs, Immigration Legal Services, and Workforce Development programs.

Department: Finance & Administration

Reports To: Operations Director

Classification: Part-Time, Non-Exempt, 15-20 hours/week

Location: Stamford, CT / Hybrid or Remote

Salary: Commensurate with experience

Position Summary

The Finance Manager oversees B1C's financial health and ensures integrity in all accounting operations. This role blends strategic leadership with hands-on financial management, balancing big-picture planning with day-to-day accounting tasks.

The ideal candidate is a collaborative financial professional, comfortable both presenting budget analyses to the Board of Directors and managing routine transactions. Strong nonprofit finance experience, proactive problem-solving skills, and commitment to B1C's mission are essential.

Key Responsibilities

Strategic Financial Leadership

- Develop, manage, and monitor the annual operating budget with the Operations Director and program managers.
- Provide regular financial analysis, forecasting, and cash flow projections to guide organizational decisions.
- Present financial reports and insights to the Board of Directors and Finance Committee.
- Advise senior leadership on financial risks, opportunities, and sustainability strategies.
- Lead the annual audit and IRS Form 990 preparation; serve as the primary liaison with auditors.
- Ensure compliance with federal, state, and local nonprofit financial regulations.

Accounting Operations

- Manage QuickBooks Online and oversee accounts payable and receivable.
- Reconcile bank and credit card accounts monthly and maintain the general ledger.
- Process bi-monthly payroll, ensuring accurate tax filings.
- Organize and maintain financial records according to retention policies.
- Implement and enforce financial policies that promote efficiency and compliance.
- Support program staff with budget management and financial guidance.

Grant & Fund Financial Management

- Collaborate with the Development team to develop grant budgets for new funding proposals
- Prepare and submit grant financial reports to funders in accordance with award terms and deadlines
- Monitor restricted fund balances and ensure expenditures align with donor intent and grant agreements

Qualifications

Required:

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- Minimum 5 years of progressive finance or accounting experience, including at least 2 years in a nonprofit setting.
- Nonprofit financial management experience, including fund accounting and grant compliance.
- Proficiency in QuickBooks Online and Microsoft Excel.
- Knowledge of GAAP for nonprofits.
- Experience managing or supporting audits.
- Strong attention to detail, organization, and multitasking ability.

Preferred:

- Experience presenting financial information to boards and non-financial staff.
- Commitment to equity and experience working with diverse communities.

Core Competencies

- **Financial Acumen:** Deep understanding of nonprofit accounting and compliance.
- **Strategic Thinking:** Ability to translate financial data into actionable insights.
- **Integrity:** Upholds high ethical standards, transparency, and confidentiality.
- **Communication:** Explains complex financial concepts clearly to diverse audiences.
- **Collaboration:** Works effectively across teams and with external partners.
- **Adaptability:** Balances strategic planning with operational detail.

Work Environment

Hybrid-friendly position with remote work options available. Standard office environment with frequent computer use. Occasional evening or weekend availability may be required for board meetings or audits.

Equal Opportunity Employer:

B1C is committed to diversity, equity, and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To apply for this position, please submit your resume to jobs@b1c.org.

Building One Community is an Equal Opportunity Employer