



Finance and Administration Manager

About The Sarcoma Foundation of America (SFA)

The mission of the Sarcoma Foundation of America (SFA) is to advocate for sarcoma patients by funding research and increasing awareness about this rare disease. SFA raises money to privately fund grants for sarcoma researchers and conducts education and advocacy efforts on behalf of sarcoma patients.

- Our goal is to eliminate pain and suffering due to sarcoma by:
- Advocating for increased government funding against sarcoma
- Increasing public awareness regarding early detection of sarcoma
- Providing education to sarcoma patients

POSITION SUMMARY

The Finance and Administration Manager will manage the organization's financial functions under the guidance of the Director of Finance. The ideal candidate will take the initiative to develop, implement, and ensure the timely flow of organizational financial processes and communicate organizational effectiveness and efficiency.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Finance and Administration Manager will be responsible for the following:

- Work with the Director of Finance to develop and implement financial strategies to support the organization's goals and objectives.
- The Manager will prepare and analyze financial reports, forecasts, and budgets in tandem with the Director of Finance.
- Manage daily accounting operations, including accounts payable and receivable, bank deposits, record revenue and expenses, and conduct monthly reconciliation.
- Reconcile bank statements and other balance sheet accounts.
- Manage the bill.com system to ensure all invoices are paid in a timely manner.
- Prepare revenue and expense reports and oversee financial policies and compliance for fundraising events.
- Work in consultation with the Director of Finance to ensure compliance with accounting standards and regulations.
- Manage and execute the payroll process and record bi-weekly payroll through third-party vendors.
- Prepare information required by the auditors for the purpose of annual audits and 990s.
- Support other Departments by providing timely financial data and financial analysis as requested.
- Improve finance processes and policies to support organizational goals; formulate and implement departmental and organizational policies and procedures to maximize output; monitor adherence to rules, regulations, and procedures.
- Oversee annual renewal and administer benefits program including health, vision and dental insurance, retirement program, ensuring compliance and best practices.
- Develop and manage organization's office operations and procedures.

- Oversee office space changes, purchases of equipment, supplies and furniture.
- Manage relationships with vendors, service providers and landlord.
- Work with the Director of Finance on other ad hoc projects that support the overall initiatives of the organization.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree, five or more years of experience working in finance in a non-profit environment, or equivalent combination of education and experience.
- Demonstrated experience in nonprofit finance and management skills and the ability to work with diverse people in a busy and sometimes fast-paced environment.
- A self-starter who can juggle multiple deadlines and projects at once.
- Ability to work well under pressure and to respond flexibly and resourcefully to workload fluctuations, demonstrated initiative and problem-solving skills.
- Excellent computer skills, including experience with accounting or financial management software (QuickBooks Online preferably) and fundraising databases, as well as the ability to learn new programs.
- Ability to acquire a comprehensive understanding of SFA and be familiar with the appropriate strategies.

This is an exempt/full-time position. The staff works primarily remotely; however, some members of the staff travel to the office at least one day a week. This position will be required to go into the office at least one day a week or more, as needed. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line "Finance Manager." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal opportunity employer and welcomes applications from all.