

Northport Village Corporation Finance Manager Position Description and Position Opening Announcement

Description

The Northport Village Corporation (NVC) located in Northport, Maine seeks an experienced part-time (10-20 hours per month) Finance Manager to oversee the organization's financial operations. This can be a remote work position with participation in remote meetings. The NVC consists of three departments, General, Sewer and Water. The ideal candidate will have experience in one or more areas of nonprofit or municipal financial management including budgeting, forecasting, financial reporting, and compliance or equivalent experience. This role requires a strategic thinker who can provide financial insights to support the organization's mission and goals. The Finance Manager reports to the NVC President and works closely with the NVC Treasurer, President, Finance Committee Chair, NVC Office Staff and accountant/bookkeeper to ensure financial stability and transparency and the accuracy of financial information provided to the Board of Overseers. Key responsibilities include managing the annual budget process; preparing, reviewing and correcting financial statements; reviewing monthly warrants; understanding and supporting grant management, and supporting the annual audit. The position requires good analytical skills, attention to detail, and the ability to communicate financial information to non-financial stakeholders. This is a critical role that requires a proactive approach to financial management and a commitment to the values and mission of our organization.

Responsibilities include:

- Develop, manage and support the annual budget process for General, Sewer and Water under the direction of the NVC Treasurer.
- Prepare and present monthly, quarterly, and annual financial statements.
- Oversee grant management and reporting.
- Provide financial analysis and insights to support strategic decision-making.
- Identify opportunities for financial process efficiencies which may lead to cost savings and reduction in financial risk.
- Understand cash flow and forecasting; understand and articulate financial risks.
- Work with external auditors and provide support for the annual audit process.
- Review and recommend financial policies and procedures.
- Review regular payroll reports and review monthly warrants.
- Ensure the integrity and accuracy of financial data.

Requirements

- Bachelor's Degree in Finance, Accounting or related field or related experience.
- Knowledge of nonprofit or municipal accounting principles and practices or equivalent experience.
- Experience with budgeting, forecasting, and financial analysis.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Ability to communicate financial information to non-financial stakeholders.
- Knowledge of accounting software and financial management systems.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Experience with audit processes and managing external auditors.
- Proficiency in Microsoft Office Suite, particularly Excel and some experience with QuickBooks.

A laptop can be provided. Compensation based on level of experience.

A statement of interest and resume should be sent to president@nvcmaine.gov