

# Position Description: Finance & Business Manager

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## Hanover Improvement Society

### Position Overview

The Finance & Business Manager serves as the internal lead for financial operations and business administration and reports to the Executive Director. This role ensures accurate financial records, helps maintain efficient operational processes, and coordinates directly with outsourced services. The ideal candidate balances technical non-profit fund accounting oversight with additional expertise in one or more operational areas, such as human resources, compliance, and information systems administration.

### Key Responsibilities

#### Financial Management and Fund Accounting Oversight

- **Manage Daily Accounting Operations:** Process and review all journal entries for GAAP and non-profit compliance and manage month-end closing. Pay bills and monitor cash flows. Produce reports for leadership as needed.
- **Produce and Monitor Budgets:** Work collaboratively with the Executive Director and unit leaders to develop, monitor, and report on annual budgets. Conduct analysis and report on financial and operational trends.
- **Ensure Reconciliation Accuracy:** Verify that bank, credit card, and balance sheet accounts reconcile monthly.
- **Coordinate External Accounting:** Serve as the primary internal contact for monthly review and annual Form 990 preparation.
- **Facilitate Audit Readiness:** Prepare accurate financial statements, restriction schedules, and workpapers for external reviews.
- **Manage Revenue & Grants:** Oversee billing platforms, track restricted funds, and ensure timely bank deposits.

**Business Administration & Operations** (Note: Candidates are not expected to possess all these skills immediately upon hiring but should demonstrate a willingness to learn and grow.)

- **Process Payroll:** Execute timely, accurate payroll processing and tax reporting utilizing Asure or other software.
- **Lead HR Administration:** Manage employee onboarding, offboarding, and benefit elections.
- **Manage Insurance & Risk:** Oversee corporate insurance policies, renewals, and non-profit compliance requirements.

- **Manage Contracts:** Review vendor agreements, track renewal timelines, and maintain contract repositories.
- **Coordinate IT Systems:** Act as the internal liaison for IT troubleshooting, software licensing, and hardware assets.

## Qualifications & Skills

### Preferred Experience & Education

- **Professional Experience:** 5 to 8+ years of progressive experience in finance, accounting, or business operations.
- **Sector Experience:** Prior experience in non-profit accounting, grants tracking, or fund accounting.
- **Educational Background:** Degree in Accounting, Finance, Business Administration, or related experience.
- **System Expertise:** High proficiency with QuickBooks Online (or similar), Payroll & HR Software, Excel, point-of-sale systems, etc.

### Core Competencies

- **Technical Accounting:** Deep knowledge of general ledger functions, internal controls, and financial reporting.
- **Operational Versatility:** Ability to shift easily between financial tasks and other administrative duties.
- **Communication Skills:** Strong written and verbal communication skills needed to collaborate with external partners and staff.
- **Attention to detail:** High level of accuracy in data entry, financial analysis, and record-keeping.

### Compensation & Structure

**Hiring Salary Range:** \$70,000 - \$90,000 annually, commensurate with experience

**Job Type:** Full-Time, Exempt, with benefits

**Location:** Onsite in Hanover, NH (1-2 days/week remote, if preferred)

**How to Apply:** Interested candidates should submit a resume and a cover letter outlining their relevant experience and interest to [executive.director@hanoverimprovement.org](mailto:executive.director@hanoverimprovement.org).

The Hanover Improvement Society, a non-profit 501(c)(3) organization, is dedicated to supporting and improving the Town of Hanover, NH, and the entire Upper Valley community. Our programs and facilities, including Storrs Pond Recreation Area, the James W. Campion III Skating Rink, and the Nugget Theaters, foster positive relationships, strengthen families, spark new interests, and support healthy minds and bodies for people of all ages.