



Job Title: Finance Manager

Reports To: Director of Finance

Location: Based in Jackson, MS (CST) **REMOTE** from anywhere in the U.S.

Job Status: Salary, Exempt

Compensation: \$72,737.50 annually

Start Date: 1/1/2024

About Converge

Converge seeks to expand access to quality, person-centered family planning throughout Mississippi and the South. As a Title X grantee, we support the provision of quality family planning care by providing funding, oversight, and technical assistance to a network of Title X clinics across the region. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care. For more information, please visit <http://www.convergeaccess.org>

Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender identity), disability, genetic information, veteran status or service in the uniformed forces, or any other characteristic protected under applicable federal, state, or local law.

Job Summary

The Finance Manager will be primarily responsible for managing the day-to-day bookkeeping of the organization and assisting the Director of Finance with financial compliance audits of our Title X subrecipients.

Responsibilities

Bookkeeping

- Enter all invoices for the organization into accounting software.
- Code and record all personnel's credit card transactions.
- Collect documentation and record all incoming revenue in accounting software.
- Process and record payroll on a semi-monthly basis.
- Record month end and year end journal entries.



- Reconcile bank accounts in accounting software.
- Account reconciliation to assert the accuracy of transactions.
- Monitor any variances from the projected budget.
- Assist in organization's annual budgeting process and individual grant budgets.
- Other duties as assigned.

Auditing

- Continually research, study, and have a deep understanding of allowable expenses under federal Title X grants.
- Review and analyze subrecipients expenditures on a quarterly basis to assure their spending is allowable under the federal Title X grant.
- Request supporting documentation from subrecipients to verify allowability, as needed.
- Compare subrecipient financial reports against submitted budgets to identify variances and assure timely completion of awards.
- Manage, identify areas of weakness, and recommend updates to subrecipient financial compliance program.
- Organize, file, and save all pertinent documentation in organization's cloud-based storage system.
- Assist in annual external audit.
- Other duties as assigned.

Competencies

- Strong working knowledge of accounting principles, financial statements, and accounting systems.
- Strong working knowledge of QuickBooks Online; experience with payroll (Rippling preferred) and expense management software (Brex preferred).
- Proficient in Microsoft Office (Word, Outlook), with advanced Microsoft Excel skills.
- Proven ability to calculate, post, and manage accounting figures and financial records.
- Data literacy, critical thinking, and tech savviness.
- Adaptability, creativity, and emotional intelligence.
- Strong organizational, interpersonal, verbal, and written communication skills.
- Detail-oriented, able to prioritize, and meet deadlines.
- Problem-solving skills, including conceptual and analytical thinking.
- Able to work independently and as part of a team.
- Sound independent judgement.
- Self-starter.



Qualifications

Bachelor's degree in accounting, business, or a related field, or 4 years of experience in substitution of a bachelor's degree, and an additional 2 years of relevant experience.

Benefits

Converge utilizes flexible working schedules, including hybrid and remote options. We offer excellent benefits such as:

- Health insurance coverage through Blue Cross Blue Shield of Mississippi, dental insurance through Delta Dental, vision insurance through Eye Med, life and short-term disability insurance through Aflac.
- Insurance premiums for employees and dependents are covered 100% by Converge.
- Vanguard SIMPLE IRA plan with a 3% match from Converge.
- Acceptance of mandatory COVID and flu vaccine policy as outlined in the Employee Manual.
- Paid vacation (19 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge.
- Paid Parental Leave.

How to Apply

To apply, please send a resume and cover letter to jobs@convergems.org