



Job Description: **Finance Manager**

Reports To: Executive Director

503 Century Lane  
Holland, MI 49423

Hours/Location: 30 hours per week  
Location is onsite at the Grand Haven location

### Job Overview

The Finance Manager is responsible for all general accounting activities including accounts payable, accounts receivable, and payroll. Will oversee, implement, and maintain accounting systems, procedures and policies. This position ensures the accurate compilation, analysis and reporting of accounting data and acts as liaison between the company, government, corporate client, and CPA auditors in providing the required information and ensuring that proper information is maintained.

### Responsibilities and Duties

The essential functions include, but are not limited to the following:

- Maintain records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements
- Process payroll and all related functions
- Prepare and send monthly invoices
- Make weekly deposits
- Prepare weekly, monthly, and quarterly financial reports,
- Provide forecasts to Management Team summarizing current and projected financial position
- Oversee annual financial and 401K audits by serving as company liaison with auditors
- Communicate with customers to address any past due invoices on their account
- Produce financial data for management team upon request and assist with other special Accounting projects from time to time

### Qualifications

- Bachelor's degree in Accounting or related field preferred
- 5+ years accounting experience
- Strong organization, oral and written communication skills
- Ability to work independently and manage multiple projects and deadlines
- Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with QuickBooks
- Analytical skills with particular attention to detail

**Please sent cover letter and resume to [kim@mosaiccounseling.com](mailto:kim@mosaiccounseling.com)**