



Mosaic Counseling

Where you are seen, heard, valued, and connected

Job Description:	Finance Manager
Reports To:	Director of Operations
Compensation:	\$22-\$25 per hour
Hours:	30 - 40 Hours per week
Location:	Grand Haven, MI office location; serving Kent and Ottawa counties.

Mosaic Counseling is a nonprofit agency that has provided vital mental health services to the community since 1978. ***Mosaic Counseling serves the mental health needs of a community through accessible, affordable, professional counseling, by connecting individuals to personalized support in their time of need.***

Mosaic Counseling is continuously growing, and the work environment is fast paced. Candidates need the ability and desire to navigate and thrive in such an environment. There are a variety of daily tasks, but the main focus of this position is to manage the financial aspects of Mosaic with accuracy and integrity.

The ideal candidate will, primarily, believe in and be passionate about the mission of Mosaic Counseling. This passion is imperative to successfully advocate for the essential mental health services that Mosaic provides.

We would like to hear from you if you:

- are passionate about the mission of Mosaic.
- can contribute to a positive work culture.
- conduct yourself in a positive and collaborative manner.
- are driven and goals oriented (measurable).
- are an initiative-taker and strive to be creative and think outside the box.
- are able to multi-task on a variety of projects AND meet deadlines.
- are a relationship builder and always looking for opportunities to advance the mission of Mosaic.
- pay attention to details and pride yourself on accuracy.
- have a proven ability to plan and follow through.
- are punctual to the office and meetings.
- work with an urgency that matches the growing need for the accessible and affordable mental health services that Mosaic Counseling provides.
- have integrity and the ability to maintain a high degree of trust and confidentiality.

Essential Duties and Responsibilities:

- Maintain records including general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements.
- Process payroll and related functions.
- Prepare and send monthly invoices.
- Prepare weekly, monthly, and quarterly financial reports.
- Produce financial data for the leadership team upon request and assist with other special accounting projects.
- Manage all financial aspects for Mosaic fundraising events.
- Coordinate activities surrounding the annual audit, as well as the establishment of grant procedures and reporting routines.
- Assist with the development of annual budgets and engage in financial forecasting.
- Develop and implement financial policies and procedures.

Qualifications:

- Bachelor's degree in accounting or related field.
- Three years' experience in a similar position.
- Proficient in QuickBooks Online.
- Proficient in Office 365.
- Strong organizational skills and focus.
- Strong analytical skills with particular attention to detail.
- Outstanding verbal and written communication skills.
- Ability to work independently and manage multiple projects and deadlines.
- Familiarity with nonprofits.

Physical Demands and Work Environment

This is a 30-40 hour non-exempt position at Mosaic's main office in Grand Haven, MI. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to work in an office environment requiring standing, sitting, keyboarding and movement around the facility.
- Ability to travel and attend off-site meetings and events.

Mosaic Counseling is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.