

**THE BREATHING ASSOCIATION**  
**Finance Department**  
**JOB DESCRIPTION**

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**POSITION TITLE: Finance Manager**

**GENERAL DESCRIPTION:**

This position provides financial leadership and operational services to the association. Responsible for the preparation of all operating and management accounting functions of The Breathing Association. Responsible for ensuring that internal control procedure are followed and for adapting new controls as are necessary for the financial security of the agency. Responsible for preparing consulting agreements and employee contracts; supervising the preparation of tenant leases to the terms and requirements requested; for financial and management accounting reports for the Board of Trustees; for preparing all year end reports for the annual outside audit; for employee pension records. Supervise the Accountant. This general description of responsibilities is not intended to be all inclusive of the job requirements or performance expectations The Breathing Association management might have of the Finance Manager.

**DUTIES AND RESPONSIBILITIES:**

1. Prepare financial budget requests and reports for grants and act as financial liaison with all funding organizations. Ensure that all grant administrative and financial requirements are met, including audits.
2. Prepare monthly bank reconciliations and maintain bank accounts, balances, transfers, journal entries and current signatories.
3. Oversee financial activities of The Breathing Association Lung Health Clinic Limited Liability Corporation; including insurance and pharmacy billing.
4. Conduct a monthly control review meeting with the President concerning payroll, bank reconciliations, and monthly line item expenditures in fiscal year budget.
5. Monitor investment portfolios for gains/losses and distribution to the operating or restricted account.
6. Maintain knowledge of relevant nonprofit trends, legislation regulations and makes recommendations to ensure organization comparability and compliance. Maintains knowledge of current policies, laws, trends and developments in the field by reading appropriate policy notices, interpretations and attending training sessions, meeting and conferences. Stays current on new FASB rules and accounting changes that relate to non-profit fund accounting.
7. Work with all benefit providers to ensure best participation for association.
8. Monitor budget line items, computer supplies, computer repair, office expense, utilities, insurance, payroll processing, audits, benefits, payroll taxes and others.
9. Prepare all fiscal year end audit schedules (property summary, cash summary, asset schedules, rental income projections, function expense statement, investment schedules, salary and benefits summary and others). Prepare depreciation/amortization schedules of fixed assets.
10. Maintain Cougar Mountain automated accounting system - updating when needed.

11. Monitor internal operating and management controls and establish new controls as needed for association's financial security.
12. Update and maintain all financial reports as detailed in the Accounting Operations and Procedures Manual.
13. Prepare quarterly financial statements for meetings of the Board of Trustees. Attend all Board meetings and prepare a quarterly Treasurer's report in advance for the Treasurer.
14. Prepare The Breathing Association fiscal year budget in consultation with the President and Finance Committee.
15. Send notices and attend the quarterly Finance Committee meetings. Take minutes and prepare for review by Treasurer and President in a timely fashion.
16. Prepare other financial reports, graphs, and financial forecasts, as requested by the President or Finance Committee.
17. Prepare all consultant agreements.
18. Maintain salary history of each employee and prepare semi-monthly payroll and employee updates.
19. Prepare schedule of gains/losses, dividends, forfeitures and contributions for employee pension plan annually. Reconcile pension investments.
20. Prepare annual benefits report for each employee.
21. Work with all business and special insurance providers to maintain up-to-date coverage.
22. Conduct annual reviews of and make recommendations regarding association's vendors and benefit providers to the President and Finance Committee.
23. Ensure compliance of organizational record retention policies.
24. Prepare annual rental income/expense schedule.
25. Work with other department managers on special projects and communication with the finance department. Work on special projects to prepare budgets and financial reports as requested.
26. Prepares end of year IRS 1099s and associated reports for contractors and vendors.