



## **FINANCE MANAGER**

**Full-Time - 40 hours per week | Reports to: CEO**

### **Organization Summary**

Founded in 1983, the Cape Cod Community College Educational Foundation (CCCCEF) is a nonprofit 501c3 organization that is dedicated to advancing the mission of Cape Cod Community College by supporting students, faculty, and staff through philanthropy and endowment funding. The Foundation works to expand access to education, foster workforce development, and contribute to the success and growth of the Cape Cod region. By partnering with donors and the community, the organization plays a pivotal role in building a thriving, educated, and skilled community. Its efforts directly impact the lives of students and the future of the local area.

### **Position Summary**

We are seeking a full-time Finance Manager to manage day-to-day bookkeeping, restricted fund accounting, and scholarship administration in support of donor intent and student impact. This role is responsible for maintaining accurate financial records, preparing reports (balance sheet, income statements), account reconciliations, month-end close, budgeting, and audits to ensure compliance and transparency. This is a unique opportunity to join a small, dynamic team at a pivotal moment for the Foundation and play a central role in stewarding donor support, strengthening internal controls, and supporting the Foundation's continued growth.

### **Key Responsibilities**

#### Daily and Monthly Fiscal Operations

- Record financial transactions and maintain the general ledger
- Process accounts payable and accounts receivable
- Manage monthly reconciliations for six bank accounts
- Initiate transfers between funds as needed to maintain proper balances
- Prepare internal monthly financial statements, budget vs. actual reports, and cash flow updates
- Post monthly payroll expenses

#### Restricted and Endowed Fund Management

- Maintain sub-accounting for 200+ restricted lines and create new accounts as needed
- Track and reconcile fund balances, revenues, and expenses to ensure gifts are used as intended
- Ensure proper allocation of investment income, fees, and designated gifts
- Develop and maintain clear internal controls to support transparency, accountability, and donor trust

#### Scholarship Financial Administration

- Set up and manage scholarship payable spreadsheets
- Monitor award cycles, balances, and pending commitments
- Work with the CCC Financial Aid office to disburse scholarships accurately and on schedule
- Confirm documentation and criteria compliance for scholarship award processing
- Coordinate all scholarship-related financial tasks or reporting requests, ensuring alignment with donor intent

## Audit, Compliance, and Controls

- Support annual audit and preparation of Form 990
- Maintain organized digital and paper records for auditors
- Document financial procedures and strengthen internal controls in partnership with the CEO
- Work with CEO to review and set annual budget goals
- Monitor and implement best practices for small nonprofit finance and fund accounting

## Database and Reporting Integration

- Work with development staff to align accounting records with donor database
- Partner with the Development Associate to reconcile development data (pledges, gifts, grants, sponsorships), supporting accurate donor reporting and stewardship

## **Skills and Qualifications**

- Bachelor's Degree strongly preferred
- Accounting experience required (nonprofit strongly preferred)
- Familiarity with GAAP and fund accounting
- Experience with QuickBooks
- Proficiency with Excel (pivot tables, formulas, data maintenance)
- Extreme attention to detail with ability to identify errors quickly
- Ability to prioritize and meet monthly, quarterly, and year-end deadlines
- Able to communicate clearly with staff, board members, vendors, and auditors
- Able to work independently, prioritize multiple deadlines, and demonstrate initiative
- Demonstrates professional judgment and composure in interactions with donors, students, CCCC staff, and other stakeholders
- Commitment to confidentiality, accuracy, and ethical financial management; successful candidate will be required to sign a confidentiality agreement.
- Ability to handle repetitive tasks while still seeing the big financial picture
- Willingness to document processes and improve systems over time

## **Benefits & Culture**

- Salary commensurate with experience and will range from \$70,000-\$78,000.
- Full-time, benefits-eligible position with health insurance, retirement plan, paid time off, and holidays.
- Our family-first culture offers flexibility in scheduling and limited work-from-home options, balanced with clear expectations for performance, accountability, and follow-through. This is a role for someone who works hard, manages their responsibilities well, and takes ownership of their work.
- Attendance at Foundation events, including evenings and occasional weekends, is required as part of fulfilling the responsibilities of the position.
- We value staff growth and retention and are committed to supporting professional development through training, learning opportunities, and increased responsibility over time.
- You will join a collaborative, mission-driven team where contributions are recognized and there is room to grow as the Foundation continues to evolve.

To be considered, candidates should submit a statement of interest and resume to [santon@capecod.edu](mailto:santon@capecod.edu). Applications will be accepted until the position is filled.

*While Cape Cod Community College Educational Foundation strives for a diverse mix of candidates, employment decisions are made without regard to race, sex, or other protected characteristics.*