



JOB TITLE:	Finance Manager	JOB CATEGORY:	Finance
Department/Group:	Finance	Job code/Req#:	FIN-0001
Location:	Buford	Travel required:	Occasional
Level/Salary range:	N/A	Position type:	Volunteer
Contact:	socialimpact@smmbuford.org	Date posted:	09/01/2023
		Posting expires:	09/30/2023
External posting URL:	https://grow2bwithu.weebly.com/	Internal posting URL:	http://www.smmbuford.org/

APPLICATIONS ACCEPTED BY:

Email:	socialimpact@smmbuford.org	Subject line:	G2B Volunteer Position
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JOB DESCRIPTION

Role and Responsibilities

- Compile, compute, and record accounting, statistical, and other numerical data to keep financial records complete
- Develop and maintain a regular G2B review schedule that effectively identifies G2B performance against budget
- Develop and implement processes, training, and support to ensure accuracy and timeliness in cost, production, and schedule reporting to develop and deploy dashboards to facilitate communications to stakeholders from a finance perspective
- Takes responsibility for the overall financial health of the organization

Qualifications and Education Requirements

- Maintain accurate financial records and perform daily bookkeeping tasks, including recording transactions, reconciling accounts, and preparing financial reports
- Monitor and analyze financial data to ensure compliance with G2B procedures

Preferred Skills

- Assist with budgeting and forecasting processes
- Collaborate with other departments to gather financial information and provide support for decision-making

Additional Notes

This Volunteer position with G2B requires a 12-month commitment with the ability to perform approx. 5 hours a week of associated work. When there are fundraising events or other ad hoc activities, expect additional hours to assist in the execution of said event/activity (ex. Collecting entrance fees, processing transactions, etc.)
