South Florida Regional Planning Council
Proudly serving Miami-Dade, Broward, and Monroe Counties

Position Title	Finance Manager
Location	1 Oakwood Blvd., Suite 250, Hollywood, Florida 33020
Employment Status	Full-time; Exempt
Reports To	Executive Director
Supervises	Finance / BI Analyst
Salary Range	$105,000 - $125,000 annually, depending on experience and qualifications

Position Summary

The Finance Manager is responsible for financial planning and oversight of the Council's finances, accounting, billing, and collections. The Finance Manager is responsible e for accounting, financial reporting, budgeting, treasury, audits, grants, internal controls, and financial oversight of Council programs and Revolving Loan Funds. The Finance Manager supervises the Finance / BI Analyst, advises the Executive Director and Board, approves financial dashboards and management reporting, and makes presentations on the Council's finances. Routine Power BI development is assigned to the Finance / BI Analyst with oversight from the Finance Manager.

Essential Duties and Responsibilities

- Lead the Finance Department, and supervise, prioritize, review, and cross-train the Finance / BI Analyst to maintain accurate and timely operations.
- Manage monthly and year-end closing, reconciliations, journal entries, financial statements, and recurring financial reporting.
- Lead the annual budget and budget amendment process, and monitor revenues, expenditures, staffing, indirect costs, grants, projects, and financial forecasts.
- Prepare and present financial reports, recommendations, and agenda materials to the Executive Director, Board, management, and other stakeholders.
- Perform monthly closing tasks, bank and account reconciliations, supporting schedules, transaction research, and follow-up on incomplete or unusual items.
- Work with the U.S. DOI on an annual basis to secure the Council's updated Exemption Letter of Indirect Costs in advance of the commencement of the Fiscal Year.
- Prepare and file 990s for non-profit organizations associated with the Council.
- Manage the annual financial audit and Single Audit, including schedules, supporting documentation, financial statement review, and corrective follow-up.
- Oversee federal, state, and local grant finances including budgets, drawdowns, reimbursements, match, allowable costs, reporting, and closeout.
- Oversee accounting operations and controls for payroll, timekeeping, accounts payable, accounts receivable, billing, collections, cash receipts, fixed assets, and records.
- Prepare recurring and ad-hoc financial reports and analyses for budgets, projects, grants, staffing, indirect and fringe costs, cash, procurement, and Revolving Loan Funds (RLF).

- Manage banking, cash flow, fund balances, treasury activity, and financial oversight of RLF Programs.
- Set reporting requirements and approve Power BI dashboards, Key Performance Indicators (KPIs), and analyses prepared by the Finance / BI Analyst, ensuring reconciliation to official accounting records.
- Investigate data-quality, mapping, classification, calculation, and refresh issues and recommend reporting or process improvements for the Power BI dashboard.
- Maintain finance policies, procedures, system controls, data governance, external relationships, and process improvements, and perform other related duties as assigned.

Knowledge, Skills and Abilities

The Finance Manager will have:

- Ability to lead accounting operations, manage competing deadlines, identify financial and control risks, and implement practical solutions.
- Strong supervisory, analytical, communication, presentation, and professional judgment skills.
- Advanced Microsoft Excel skills and working knowledge of QuickBooks Enterprise or comparable accounting systems.
- Comprehensive knowledge of governmental and fund accounting, budgeting, financial reporting, internal controls, audits, and grant compliance.
- Working knowledge of Power BI, data models, Power Query, and DAX sufficient to define requirements, review outputs, and supervise dashboard development.
- Ability to communicate complex financial information clearly to the executive director, board members, management, auditors, grantors, and non-financial staff.
- Ability to work well with a team.

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field required; master's degree preferred.
- At least seven years of progressively responsible finance or accounting experience, including at least three years in a supervisory or management role.
- Governmental, grant-funded, fund-accounting, regional planning, or revolving loan fund experience strongly preferred.
- Experience in mentoring staff and assisting them in the preparation of financial reports.

Physical and Environmental Requirements

Work is primarily performed in an office environment and requires extended computer use, attendance at meetings, and occasional local travel. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions.

Salary and Benefits

Benefits are provided in accordance with Council policy.

Equal Employment Opportunity

SFRPC is an Equal Opportunity Employer. Employment decisions are made without regard to any status protected by applicable law. Reasonable accommodations are available to qualified individuals with disabilities.

Application Instructions

Please submit a resume describing relevant experience and qualifications to sfadmin@sfrpc.com.