



BRIDGE
REFUGEE SERVICES, INC.
DIGNITY • HOPE • OPPORTUNITY

Bridge Refugee Services, Inc.

Job Description: Full Time Financial Manager

Qualifications

- Bachelor's degree in an accounting field, or equivalent experience
- Licensed Certified Public Accountant in State of Tennessee
- Experience in managing accounting systems including general ledger, accounts payable, accounts receivable, and payroll
- Experience in budget preparation, management and reporting
- Experience in managing and monitoring state and federal contracts and reporting requirements
- Experience in financial management with a nonprofit organization preferred

Responsibilities

- Develop and implement financial policy and accounting procedures
- Prepare federal payroll tax reports and state unemployment tax reports
- Prepare W-2s, W-3s, W-4s, 1099s, and 1096s as required by IRS
- Prepare miscellaneous tax returns, surveys, and financial information forms as requested
- Develop internal expense reporting forms, payroll personnel forms, timesheets, and other administrative forms necessary for business reporting
- Maintain financial supporting documentation and files, including copies of checks, invoices, contracts, and leases
- Monitor daily cash balance and move funds between savings and checking as needed
- Monitor financial transactions and expenditures to assure they comply with company policies and procedures, and inform the board of any significant violations
- Prepare accounts payable checks
- Prepare payroll deductions for health insurance premiums, if needed
- Prepare payroll checks
- Reconcile the checking account; follow-up on outstanding checks
- Prepare billing to the Tennessee Office of Refugees-TOR, Episcopal Migration Ministries- EMM-IRP, and EMM-MG
- Monitor the receipt of incoming cash from billings; follow-up on late receipts
- Prepare monthly general journal entries to adjust bank accounts, taxes, and depreciation, as needed
- Update monthly accruals for payables and receivables
- Maintain fixed asset schedules
- Maintain a schedule of advances

- Maintain the chart of accounts and prepare the general ledger
- Prepare monthly financial statements, and share them with the Board of Directors
- Participate in quarterly board meetings, or any meeting with board members as requested, to discuss financial statements and budgets, and respond to questions that arise
- Compare and monitor budget to accrual results
- Close out accounts at year-end, prepare year-end trial balance, and enter the post- closing entries as determined by the independent auditor
- Prepare annual audit schedules, analyze confirmations and audit samples in cooperation with the independent auditor
- Implement recommendations made by independent auditors and federal monitors
- Maintain good working relationships with financial staff of our funding sources and with our bank representatives
- Report on finances, present financial statements and budgets to Board of Directors, and respond to their questions and direction
- Other assignments as requested by Executive Director and/or Board of Directors

Immediate Supervisor: Executive Director

Reports to: The Board of Directors

Location: 3839 Buffat Mill Rd Knoxville, TN 37914

How to apply: Send your resume, cover letter and three references to the Executive Director Drocella Mugorewera at dmugorewera@bridgerefugees.org