



For over 50 years, the Wendt Center has been providing therapeutic support to individuals and communities impacted by grief, loss and trauma. The Wendt Center is currently seeking an eager professional to join our mission driven team and support our work as **Finance Manager**.

About Us

At the Wendt Center for Loss and Healing, we believe that healing from Life's most challenging moments is not only possible- it's a journey we embark on together. For 50 years, our community-based organization has provided compassionate support, innovative programs, and a safe space for those navigating grief, loss and trauma.

Our Purpose: We offer a pathway to healing

Our Values:

- **Healing:** We believe that healing from life's worst moments is possible
- **Kindness:** We express kindness to all; caring and compassion are at the heart of all we do.
- **Collaboration:** We practice collaboration and teamwork, recognizing that none of us can do it alone.
- **Learning:** We strive to be lifelong learners and actively seek opportunities to expand our personal and professional knowledge.

Position: Finance Manager

Salary Range: \$70,000-\$90,000

Location: Washington, DC- Hybrid Work Model (2 days in office)

Role Type: Full-time exempt

Reports to: Executive Director

PRIMARY RESPONSIBILITIES: This position will be responsible for a variety of accounting tasks, including but not limited to development and implementation of federal and local government grants, contracts management, cost allocations to various grants, journal entries, invoicing, financial reporting, and other projects as assigned. This position will work closely with the Center's external financial consulting firm on monthly reconciliations and ensuring the Center remains in compliance with all federal and state requirements.

FINANCIAL OVERSIGHT

- Monitors spending in accordance with budget, working closely with department and program directors on burn rate, spending patterns, etc.
- Tracks of agency expenditures and receipts and accurate allocations for multiple programs and funders
- Develops and manages accounting policies and procedures and internal finance processes
- Records and maintain accounts received and ensure revenue recognition is in accordance with Generally Accepted Accounting Principles (GAAP)
- Processes accounts payable, mathematical correctness and compliance with organizational policies and procedures and governmental regulations; responds to vendor inquiries.

- Manages cost accounting and allocations for multiple programs and funders.
- Works with external accounting firm to provide organizational support for their activities, which include:
 - Preparation and implementation of organization's annual operating budget
 - Cash flow projections and recommendations
 - Preparation and submission of bi-weekly payroll through ADP
 - Preparation of all DC and federal agency returns as required
 - Preparation of the annual audit and federal grant audits when required (A-133)
 - Management of payroll and related tax obligations and reporting such as quarterly Tax Form 941

GRANTS

- Maintains contract documents and related materials in an orderly and organized manner
- Addresses funder financial inquiries and follows through on open items in a timely and comprehensive fashion
- Prepares and submit financial grant invoices and reports to various funders
- Utilizes accounting system, Sage Intact to pull relevant financial information for grant reporting
- Works with program directors and finance team to ensure accuracy and timeliness of all reports
- Monitors grant spending and work with program directors on necessary adjustments
- Works with program directors to develop grant budgets
- Works with directors and managers to develop and submit all GANs and associated budgets, narratives, etc. for grant adjustments
- Ensures accurate financial reporting and funder compliance with grant/funder requirements

CONTRACTS

- Support the development of contracts related to external organizations seeking to purchase training and crisis services from the Center
- Works with Clinical Director on contracts related to external organizations seeking to purchase clinical services from the Center
- Prepares and submit contractual invoices as appropriate
- Works with finance team to reconcile contracts with AR

QUALIFICATIONS AND ATTRIBUTES:

- Minimum 6 years non-profit finance experience in the areas of budgeting, managerial financial reporting, and grant reporting
- Bachelor's Degree in Accounting, Finance or Business Administration preferred
- Experience working with various government agencies on the federal, state and local level
- Experience with government grants management required
- Knowledge of U.S. GAAP and fund accounting principles.
- Extreme attention to detail to ensure accurate reporting
- Excellent computer and database management skills; proficiency with accounting software and spreadsheets required
- Diplomatic, ability to interact, problem solve and negotiate with funders and leadership team
- Team player able to work effectively and collegially with diverse staff
- Ability to demonstrate the Wendt Center values; We believe that healing from life's worst moments is possible; We express kindness to all; caring and compassion are at the heart of all we do; We practice collaboration and teamwork, recognizing that none of us can do it alone; We strive to be

lifelong learners, and actively seek opportunities to expand our personal and professional knowledge.

- Ability to maintain strict confidentiality and uphold the Center's philosophy and mission

COMPENSATION AND BENEFITS: Competitive salary commensurate with experience; benefits include paid holiday, vacation and sick time, flexible schedule, 403b, health and dental insurance, life insurance and parking

To APPLY: Send resume with job title as the subject to hr@wendtcenter.org

The Wendt Center for Loss and Healing is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. The Wendt Center does not discriminate against any employee or applicant for employment based on race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.