



Manager, Finance and Human Resources

Classification:

Salary Grade/Level/Family Range

Reports to

Senior Vice President

Date

1/1/2017

JOB DESCRIPTION

Summary/Objective

The Manager of Finance and Human Resources will be a hands-on and participative manager and will lead, improve and establishing internal policies and procedures and will be the primary person for the following areas: finance, budgeting, and human resources.

The Manager of Finance and Human Resources will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Green Dot continues to enhance its quality programming and build capacity.

Essential Functions

Financial Management

- Analyze and present financial reports in an accurate and timely manner.
- Liaise with external accounting firm to ensure appropriate financial processes and record keeping.
- Coordinate and the annual audit process, liaise with external auditors, accounting firm, and the finance committee of the board of directors; assess any changes necessary.
- Work with SVP on annual budgeting and planning process; review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Responsible for the day-to-day financial operations including
 - Reviews all invoices for appropriate documentation and processes check requests ensuring all appropriate approvals have been received
 - Responds to vendor inquiries
 - Prints and obtains signatures on all accounts payable checks
 - Communicates with co-workers, management, clients, and others regarding purchases
 - Maintains all accounts payable and accounts receivable files.
 - Reconcile expense reports and monthly credit card statements
 - Creates and sends invoices; applies customer payments

- Researches and solves payment discrepancies
- Processes cash, credit card payments, and credits
- Makes adjustments to accounts as needed
- Prepares reports and analysis of accounts, as required
- Assists with month-end close and annual audits
- Effectively communicate and present the critical financial matters to the SVP.

Human Resources

- Further develop Green Dot's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Plan, control, administer, and direct all human resources functions including recruitment/employment, compensation, benefits, and employee relations. Monitor and enforce compliance with all applicable federal and state labor regulations and statutes.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.

Organizational Relationships

- Reports directly to the Senior Vice President.

QUALIFICATIONS/COMPETENCIES

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven years of overall professional experience; ideally 5 years of broad financial and human resources management experience
- The ideal candidate has experience of responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Green Dot.

Apply by emailing your resume and cover letter to applicants@livethegreendot.com. Resumes are reviewed and interviews scheduled as applications are received.