



Manager of Finance and Operations

Student Leadership Network (*SL Network*) supports two life-changing programs that enable students from underserved communities to access educational potential and to break the cycle of poverty: The Young Women's Leadership Schools, a network of high-performing all-girls public secondary schools, and CollegeBound Initiative, a school-based college access program for young women and men. We also partner with 15 and growing affiliate schools across the country. SL Network programs promote a college-going culture in schools and makes the dream of college a reality for students from low-income communities. *To learn more, visit our website at www.studentleadershipnetwork.org.*

Student Leadership Network is seeking a full-time **Manager of Finance and Operations** to support the operations of a growing educational non-profit with over 70 employees and an \$11+ million budget. Reporting to the Managing Director of Finance and Administration, the Manager of Finance and Operations will be responsible for the management of all accounting functions including payroll, accounts payable, accounts receivable and maintaining the general ledger. The candidate will work with staff from all different Student Leadership Network departments to answer questions on payroll, invoices, and expense reports. In addition, s/he will continue to look for improved operating efficiencies and procedures needed to support a growing organization.

Primary Roles and Responsibilities include but are not limited to:

- 🎓 Payroll: Ensure timely processing of bi-weekly payroll including reviewing timesheets for part-time school interns. Record payroll accurately and timely in the general ledger.
- 🎓 Accounts Payable: Receive, review and process 100-120 invoices a month with proper approval. Vendor management on our preferred vendor list.
- 🎓 Expense Reports: Ensure timely processing of monthly expense reports and ensure proper general ledger entry.
- 🎓 Accounts Receivable: Process all donations including checks, wires, etc. Manage accounts receivable process with our 31 NYCDOE partner schools via their on-line system. Keep track of purchase orders and quarterly billing cycle.
- 🎓 General Ledger: Perform monthly reconciliations for prepaids, and other journal entries. Maintain timely bank reconciliations for both checking and payroll account.
- 🎓 Ensure all federal and tax obligations are met and necessary tax filings and returns are prepared on a timely basis including preparing all 1099 forms for consultants.
- 🎓 Assists with the audit process including preparation of audit schedules and interfacing with the auditor.
- 🎓 Assists staff with questions regarding payment status, actual versus budget reporting, and expense report procedures, etc.

Key Qualifications:

- 🎓 Bachelor's Degree required; B.A. in accounting is a plus.



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- 🎓 Candidates should have at least three years of relevant not-for-profit accounting experience.
- 🎓 Knowledge of FUND E-Z, bill.com, and Tallie are pluses.
- 🎓 Ability to prioritize, handle multiple responsibilities, and meet deadlines.
- 🎓 Flexibility to work with a diverse team and basic technological aptitude.
- 🎓 Detail-oriented, independently motivated, organized, and efficient.

Compensation: Competitive/commensurate with experience. FLSA Status: Non-Exempt. Student Leadership Network is an equal opportunity employer.

Benefits: Medical, Dental, Vision, and 401K matching.

Application instructions: Please email your resume and cover letter to Finance@studentleadershipnetwork.org. Please mention where you saw this ad.



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