



Finance Manager – Nonprofit – YELLS (Youth Empowerment through Learning, Leading, and Serving, Inc.)

About us

Through our place-based youth and family programs, YELLS serves as a community hub and center for servant leadership in our students' own neighborhood. Our mentoring and after-school programs engage the whole child, whole family, and whole community to empower youth with the skills, resources, and character they need to serve as effective leaders and change makers within their community. After 17 years of place-based work in the Franklin Gateway neighborhood, YELLS recently expanded to bring its powerful programming to the Fair Oaks community, a diverse Cobb County neighborhood with primarily Hispanic and Latino families. As YELLS expands to a new community, this role will support our administrative capacity to grow and sustain our mission in both Franklin Gateway and Fair Oaks.

Position Overview

As the Finance Manager, you will play a key role in overseeing the financial operations of YELLS. You will handle all aspects of financial management, including budgeting, forecasting, grant reporting, and compliance, ensuring that our programs are financially sound and in line with funder requirements. You'll have the opportunity to work closely with our team of mission-driven program staff to gather necessary information, support grant reporting, and manage payroll and HR-related tasks. This is an opportunity to leverage your financial acumen to strengthen our organization's capacity, ensuring we continue to deliver impactful programs that change the lives of youth and empower them to invest in our community.

Key Responsibilities

Financial Management

- Track bank charges and deposits; assign allocations by funder, cost center, and general ledger account; and maintain accurate reporting in QuickBooks Online
- Track in-kind support and volunteer hours, ensuring proper documentation for grant match requirements
- Record donor contributions
- Collaborate with program staff to gather financial and programmatic data

Reporting and Analytics

- Manage organizational cash flow and budget projections, tracking expenditures and forecasts by funding source
- Assist with budget preparations and other documents for grant applications
- Provide financial analysis and insights to support strategic decision-making
- Design, manage, and improve sophisticated excel spreadsheets for tracking and analyzing complex data

Grant Reporting

- Prepare and ensure timely submission of monthly programmatic and financial reimbursement reports for various funders (typically 6-10)
- Monitor non-reimbursable grants and ensure compliance with financial requirements
- Assist with tracking and evaluating student data for grant and impact reports

Payroll and HR Support

- Review timesheets and process monthly payroll
- Onboard new employees for payroll, benefits, E-Verify, and other intake processing
- Provide general HR support

Audit Preparation

- Lead annual audit preparation and 990 and 1099 tax filings, ensuring compliance with financial regulations and reporting standards
- Create and post journal entries and adjustments to maintain accurate financial records

Our Ideal Candidate

- Bachelor's degree in Finance, Accounting, or a related field
- 5+ years of experience in financial management, preferably with nonprofit, grant-funded programs
- Proficiency in Microsoft Excel, accounting software (QuickBooks Online), and financial reporting
- Strong knowledge of budgeting and financial compliance
- Meticulous attention to detail with a strong commitment to maintaining high standards of quality and accuracy
- Excellent organizational skills with the ability to manage multiple projects and effectively prioritize work
- Ability to communicate effectively with staff and external partners
- Proactive and self-motivated, with a strong sense of ownership and accountability
- Commitment to our mission of empowering youth and families to uplift their neighborhood and passion for working alongside diverse communities
- Experience with grant management and reporting, preferred
- COVID-19 vaccination required, or willingness to get vaccinated, due to interaction with youth

Hours: Part-time, approximately 20-25 hours/week, hybrid role with flexible hours. Predominately (50-70%) remote work, with strategic time onsite for coordinating with team, collecting documents, and executing tasks. YELLS follows the Cobb County School District and Marietta City Schools schedules, with time off during student holidays.

Compensation Range: \$26-32/hour, based on experience and qualifications

Benefits: YELLS invests in our team members' growth through paid training and professional development opportunities. Flexible hours allows you to complete meaningful work on your own schedule.

Location: Marietta, Georgia – 30067 (Franklin Gateway)

Position to be filled immediately. To apply, please send resume and cover letter promptly to Laura Keefe, YELLS Executive Director, at jobs@YELLSinc.org.