

The Finance Manager is responsible for overseeing the financial functions of WeCode KC. This role ensures accurate bookkeeping, financial reporting, and grant management while maintaining compliance with nonprofit financial regulations. The ideal candidate will have a strong background in accounting and finance, experience with nonprofit financial management, and a proven ability to improve operational efficiencies.

Key Responsibilities:

Financial Management & Accounting

- Maintain accurate bookkeeping records, including general ledger entries and financial reconciliations.
- Process payroll, ensuring compliance with tax regulations and employee benefits administration.
- Manage vendor payments, deposits, and bank reconciliations.
- Prepare financial statements, reports, and budget-to-actual comparisons for leadership and board review.
- Oversee the preparation and monitoring of the organization's annual budget.
- Ensure compliance with nonprofit financial policies and accounting standards.
- Prepare and submit financial reports for grants, contracts, and funding sources.

Grant & Compliance Management

- Monitor grant funding to ensure proper allocation and compliance with donor requirements.
- Track grant expenditures and prepare financial reports for funders.
- Work with program staff to maintain grant-related financial documentation.

Audit & Regulatory Compliance

- Oversee audit preparation and serve as the primary contact for external auditors.
- Ensure compliance with local, state, and federal regulations.
- Maintain financial documentation and records for audits and reporting purposes.

Business Operations & Strategy

- Develop and implement financial policies and internal controls.
- Support the organization's operational efficiency and financial sustainability.
- Collaborate with leadership on financial planning and risk management.





Qualifications & Skills:

- Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 3–5 years of experience in nonprofit financial management.
- Strong knowledge of accounting principles, nonprofit financial reporting, and grant compliance.
- Proficiency in accounting software (e.g., QuickBooks) and Excel.
- Experience with audits, budgeting, and payroll processing.
- Detail-oriented with strong analytical and problem-solving skills.
- Excellent communication and organizational skills.
- Ability to work independently and collaborate with cross-functional teams.

Comprehensive Benefits & Remote Work Perks

This is a hybrid position. WeCode KC prioritizes employee well-being with a competitive benefits package to support your health, financial security, and work-life balance.

- Work-Life Balance: Generous PTO, and paid holidays
- Professional Growth: \$1,000 annual professional development stipend
- Student Loan Forgiveness: WeCode KC is a qualifying employer for Public Service Loan Forgiveness (PSLF), helping employees manage student loan debt

This role is essential to ensuring the financial health and operational efficiency of the organization, supporting its mission-driven activities and long-term sustainability.

WeCode KC 501(c)(3) EIN: 83-3413497
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