



Pregnancy Aid Clinic *Pregnancy Aid Clinic (PAC) is a faith-based non-profit medical clinic providing pregnancy and parenting support and advocacy for vulnerable women and families. Services include pregnancy tests, ultrasound exams, STI testing, client advocacy, fertility awareness education, parenting and life skills classes, free baby and maternity supplies, social service wrap-around support, and a post abortion spiritual healing program. PAC operates three clinics in Roswell, Forest Park and downtown Atlanta.*

Mission Statement: *Operating with the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift up women, men and families during moments of uncertainty or grief, through a journey designed to reveal their own dignity and claim their own future.*

Position: Manager of Finance and Administration (MFA)
Report to: Executive Director
FLSA Classification: Exempt
Employee Type: Full time or 25-30 per week Part time option
Direct Reports: TBD

The Job:

The MFA is an important contributor to the PAC team and plays a key role for the Executive Director. The successful candidate is a hands-on, proactive partner who will ensure that all assigned responsibilities are executed on time, on budget and with a high degree of accuracy. The MFA works cross functionally with several internal teams. The MFA's workload includes the areas of: finance, administration and purchasing.

The position will work with the Board of Director's Finance Committee, suppliers, and external Finance partners. The MFA must exhibit exemplary communication skills when working with these internal and external stakeholders. In this role, the MFA will help manage a \$2.0+ million annual operating budget and serve a community of approximately 30 team members.

The candidate must be a collaborative manager who is self-directed. He/She will embrace and drive continuous operational improvement based on the needs of a growing organization. He/She is expected to identify, test, recommend and implement improved operational procedures/protocols. He or She must hold themselves to the highest standard of integrity and will be motivated by the mission of PAC.

Responsibilities:

- Financial Management
 - Responsible for the quality and content of all financial data, reporting and audit coordination.
 - Analyze and present financial reports in an accurate and timely manner; clearly communicate quarterly and annual financial statements; and oversee all financial, project/program accounting.
 - Effectively collaborate with fundraising to ensure proper accounting for all

- donations; conduct monthly reconciliation between departments
- In conjunction with the Finance Committee, implement strategies to maintain long-term financial sustainability.
- Manage Accounts Payable including vendor set-up and bill-pay.
- Oversee PAC's external bookkeeping contractor including bill pay coordination; assess ongoing need for Accounts Payable outsourcing.
- Oversee Gift Processing including business rules for gift entry into donor database.
- Define system for logging and tracking of gift-in-kind.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee.
- Oversee and lead annual budgeting and planning process, and provide detailed, quarterly budget reports to Executive Director and key team members.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; continuously improving the finance department's overall policy and procedure manual.
- Manage the proper budgeting and tracking of all expenditures.
- **Contracts Administration**
 - Assist Executive Director in the vetting, management and administration of insurance contracts specific to professional and commercial liability, property, workers compensation, cyber and D&O coverage.
 - Review vendor contracts for Executive Director signature; ensure vendor bills align with contract terms.
- **Human Resources Management**
 - Ensure payroll is executed in timely and accurately manner
 - Ensure all tax requirements are completed correctly and by deadlines
 - Oversee annual benefits enrollment process and administer all employee benefit plans including medical, dental, vision, disability insurance, life insurance and Simple IRA plans. Work with benefits brokers to evaluate, recommend and select health and wellness plans each year
 - Manage professional development, compensation and benefits, performance evaluation process, employee handbook, training and recruiting
 - Ensure that recruiting and hiring processes are consistent and streamlined, and compliant with all state and federal laws and regulations as directed by payroll and HR consultants.
 - Establish and manage a comprehensive training program to educate employees regarding staff policies and procedures
 - Work closely with all external HR partners including third-party vendors and consultants; audit and evaluate payroll vendor as part of PAC's due diligence process.
 - Optimize all external spend by identifying and negotiating with key suppliers, ensuring non- profit pricing and tax exemption status
 - Ensure all required supplier/contractor paperwork is on file (certificates of insurance, W-9, etc.)
 - Comply with all Board-directed requirements (multiple quotes, non-conflict of interest sourcing, etc.)
 - Serve as employee relations liaison for performance issues, behavior issues and employee concerns, working with legal counsel as needed

Qualifications :

- 1. Expresses full agreement with PAC's Statement of Faith, Mission Statement, Articles of Incorporation, and By-laws.**
- 2. Complies with the highest standards of ethics and responsibility pertaining to client confidentiality, client care, medical and clinical policy compliance**

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of PAC's team. In addition, applicants should meet or exceed the following requirements:

- Bachelor's degree in accounting, finance, or relevant business major from a four-year college or university. CPA or MBA preferred
- Minimum 5-7 years management, financial and administrative experience
- Successful track record in setting priorities, organizational, and problem-solving skills
- Excellent organizational skills - with emphasis on attention to detail
- Excellent communication and interpersonal skills -
- Experience with Microsoft Office Suite, (Proficiency in Word and Excel is a must)
- Experience with Donor Perfect and ADP is a plus
- Ability to maintain confidential information
- Track record of working well independently and with others in a fast-paced environment

Apply:

Apply, online at <https://www.pregnancyaidclinic.com/careers.html> or for questions, contact Lisa Regan at lregan@pregnancyaidclinic.org

PAC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age or disability.