

Finance Manager

Employee Network, Inc.

Job Title: Finance Manager
Reports to: Executive Assistant - Operations

Location: Vestal, NY
Job Status: FT

COMPANY OVERVIEW

eni is a national leader in the field of behavioral healthcare, specializing in the design and delivery of customized and integrated benefit solutions for national and local employers. For nearly 3 decades, our ability to tailor dynamic benefit solutions for real time improvements in employee productivity combined with a strong commitment to exceptional customer service has led to a growing customer base. If you are looking for an opportunity to be a part of a dynamic and expanding company driven by a core of corporate values that foster excellence in process, predictable business expansion, and creative and vibrant work environment, consider **eni**!

JOB DESCRIPTION

The Finance Manager is responsible for managing the funds of the corporation in such a manner as to maximize return on investment while minimizing risk, and ensures that an adequate control structure is in place over the transfer and investments of funds. The Finance Manager will coordinate, plan and report on all of the financial activities of the organization. They will review and analyze all continuous improvement efforts from an operational and cost perspective including researching and analyzing financial reports and market trends. The Finance Manager will maintain a documented system of accounting policies and procedures and work with all departments in implementing on-going cost cutting initiatives. The Finance Manager is responsible for the day-to-day management of our financial transactions and procedures and is responsible for allocating the financial resources of the company in a way that maximizes its wealth and profitability.

General Corporate Responsibilities & Job Requirements:

- Reconcile all bank accounts using QuickBooks Pro
- Enter journal entries and adjustments to the general ledger
- Generate accounting reports and routine financial statements
- Coordinate with corporate accounting firm to ensure appropriate monitoring of company finances is maintained
- Record accounts payable and accounts receivable

- Prepare and process customer invoices
- Set up new customers in QuickBooks Pro
- Perform month-end and year-end closing process in a timely manner
- Prepare monthly analysis of operational expenses against current and prior year budget
- Manage the preparation of yearly budget
- Responsible for managing NYS Sales and Use Tax filing, Unclaimed Funds filing and quarterly and year end corporate tax filings

Credentials/Preferred Experience:

- Proven work experience as a Finance Manager or similar role
- Solid knowledge of financial and accounting procedures
- Knowledge of QuickBooks Pro preferred
- Advanced MS Excel skills preferred
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

eni offers a comprehensive benefits package including immediate paid time off, medical and dental benefits, staff trips, matching 401k, flexible spending and more.

To apply for this position, please email your resume to:

kalvarez@eniweb.com

EOE