



Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? Strategic Association Management (SAM) is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Finance Manager.

The Finance Manager at SAM serves as a senior level bookkeeper and ensures partner organization finances are presented accurately and efficiently. In this senior bookkeeping role and depending on teams assigned, the Finance Manager may have a role of recording the day-to-day transactions or producing and analyzing monthly financial statements.

The Finance Manager must be self-motivated and demonstrate the ability to collaborate with other employees in a fast-paced, flexible environment. The focus of this job is on producing high-quality, detailed work based on established standards, guidelines and procedures. Precise consistent work output is essential, requiring patience and a willingness to handle and complete one task at a time, while also juggling multiple priorities. Consistent error-free work, based on defined regulations and standards, are key measures of job performance success. The job environment promotes steady methodical work output so that job routines can be completed on-time and error-free.

JOB TITLE: Finance Manager
SALARY RANGE: \$60,000 - \$74,000
FLSA STATUS: Exempt
REPORTS TO: Finance & Operations Director
LOCATION: SAM is headquartered in Austin, TX; depending on the role and responsibilities a hybrid set-up (Austin area) or fully remote (Outside of Austin; Texas residents only) may be available

Primary Responsibilities of the Position

Responsibilities may include the following for multiple associations:

- Ensure accurate and complete financial records are maintained, including recording payments received and expenses paid
- Ensure bank deposits are regularly prepared and verified
- Manage accounts payable ensuring the organization's expense approval policy is followed and pay bills regularly ensuring sufficient cash flow
- Oversee and verify accuracy of accounts receivable
- Reconcile bank accounts and post monthly journal entries
- Prepare a standard set of financial reports monthly according to current GAAP and FASB standards
- Work in conjunction with CPA and Finance Director to ensure all tax documents and filings are completed and complete financial audits
- Manage the annual budgeting process with team leads and provide ongoing guidance

Experience & Skills Required and Preferred

- Bachelor's degree, professional certification or equivalent years of experience
- Experience in a finance, bookkeeping or staff accountant position, or related field
- Knowledge of QuickBooks; knowledge of QuickBooks Online preferred
- Experience working with professional/trade associations/nonprofits is preferred
- Excellent verbal & written communication skills
- A "rolled-up sleeves/get it done" approach to work and role
- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment and set and achieve

- strategic objectives
- Must be a self-starter, flexible and adaptable to change, and work both independently and as a strong team player with hands-on customer service skills
- Computer/technology tools proficiency, specifically with Microsoft Office Suite and Mac OS (SAM is a Mac environment)
- Must be comfortable in hybrid structure and when in the office, a completely open and flexible office space environment

Employee Experience

- The SAM staff team and culture reflects passionate individuals who create meaningful experiences through engaging and creative service and by honoring a diversity of thought and experience.
- Our values are defined by the active way in which we work to achieve them. In everything we do, it's critical that we consider the ways in which we: Build Trust, Seek Clarity, Stay Curious, Practice Empathy and Champion Growth. [LEARN MORE ABOUT OUR CORE VALUES.](#)
- SAM is committed to creating and maintaining an employee experience that provides meaningful recognition and incentives, fosters inclusivity and belonging, and ensures professional and personal development and growth.
- The SAM Total Rewards program represents a robust, employee-driven engagement and incentive program that intentionally addresses seven key elements that make up the comprehensive employee experience: Compensation, Benefits, Well-Being, Development and Support, Community Impact, Work Environment and Resources, and Diversity, Equity, and Inclusion. [LEARN MORE ABOUT SAM TOTAL REWARDS.](#)

Join Our Team: Two Steps to Apply

1. Email a cover letter of interest and current résumé to jobs@sam-firm.com
2. All applicants are required to complete an online Predictive Index assessment. To access the assessment, please paste this link in your browser:
<https://assessment.predictiveindex.com/dpT/bdda67bc-f0e9-41cf-886d-d3b856904ba0?type=candidateba>

Strategic Association Management (SAM) is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization’s mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.

SAM will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race, color, national origin, citizenship status, age, religion, disability, sex, pregnancy, sexual orientation, gender identity, military or veteran status, genetic information, or any other category protected by applicable law.