

Finance Operations Manager

(HYBRID some travel required)

The American Parkinson Disease Association (APDA) is seeking a Finance Operations Manager to join their growing organization. This position is responsible for reviewing accounts receivable and accounts payable transactions, reconciling banking, and investment accounts, assisting with the ongoing integration of financial management systems, and providing operational backup to ensure the continuity of critical financial processes. Reporting to the Vice President of Finance and Operations, this is a full-time, non-exempt role.

ABOUT APDA

The American Parkinson Disease Association (APDA) is a nationwide grassroots network dedicated to fighting Parkinson's Disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic neurological disorder. Founded in 1961, APDA has raised and invested more than \$338 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, support research designed to unlock the mysteries of PD, and ultimately put an end to this disease.

OUR CORE VALUES

- **COMMITMENT:** Compassionately provide high-quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

KEY RESPONSIBILITIES

- Complete monthly bank and investment account reconciliations and resolve any outstanding discrepancies.
- Ensure proper internal controls by reviewing AP and AR transactions and adjustments.
- Monitor bank balances and ensure the timely transfer of funds. Maintain regular contact with bank representatives.
- Improve workflows between financial management systems and supporting platforms.
- Troubleshoot integrations between NetSuite, Raiser's Edge NXT, banking platforms, and other operational systems.
- Identify and support automation initiatives.
- Support month-end and year-end close activities. Prepare account reconciliations and financial analyses.
- Assist with audit requests and documentation.
- Ensure compliance with internal controls and accounting policies.

ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE BACKUP

- Serve as backup for the accounts payable and accounts receivable functions. Ensure continuity of operations during staff absences or peak workloads.
- Review invoices, vendor maintenance, billing, collections, and cash application activities as needed.
- Process employee expense reports and reconcile credit card accounts.

SYSTEMS & WORKFLOW INTEGRATION

- Monitor financial system workflows to identify data or interface issues, and coordinate with IT, software vendors, and business stakeholders to resolve problems.
- Validate data synchronization between systems.
- Recommend process enhancements that improve accuracy, efficiency, and reporting capabilities.

LEADERSHIP & CHAPTER SUPPORT

- Partner with chapter leaders and administrative staff on financial transactions and reporting needs.
- Provide guidance and training on financial processes and system usage.
- Promote standardized procedures across all chapters.

QUALIFICATIONS

- Bachelor's degree in Accounting, Business Administration or Finance related field.
- Minimum 5 years of progressive accounting or finance experience.
- Experience in nonprofit accounting preferred, NetSuite and Raiser's Edge NXT experience a plus.
- Experience supporting multi-location or chapter-based organizations preferred.
- Strong knowledge of reconciliations, internal controls, financial systems, and accounting principles. Advanced Excel and analytical skills.
- High integrity, collaborative mindset, and mission-driven focus.

SALARY AND BENEFITS:

- Starting Salary Range: \$85,000 - \$90,000 Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we would like to hear from you!

Please forward your cover letter and resume to: Lauren_Booth@ajg.com