

Position Description:

Finance Manager

Fiscal savants. Lovers of details. Navigators from ground level to 40,000 feet and back. Members of the finance team at MediaDesk support internal stakeholders, clients, collaborators, and our corporate philanthropy program with timely and accurate financial information. They help establish and track budgets, helping MediaDesk reach milestones and ensure client success; facilitate accurate and timely payment and invoicing processes; and are responsible for monthly, quarterly, and annual accounting reports to help guide strategic business planning.

As a member of a values-based Agency, the Finance Manager works directly with the CEO, Project Manager, Media Buyer, and creative leads. Together this team supports nonprofit and public sector clients with highly effective multi-media ad campaigns, branding, strategic communications, graphic design, and website development with bookkeeping, accounting, and financial reporting support.

Location:

In-person preferred (Albuquerque, NM), Remote considered.

Duties and Expectations:

- Manage all aspects of financial records
- Oversee timely and accurate payments to contractors, media outlets, vendors, and staff
- Prepare and analyze financial reports (P&L, balance sheets, etc.)
- Assist with the preparation of project budgets and expense forecasting
- Ensure compliance with all financial regulations and guidelines
- Maintain accurate records of all financial transactions
- Build customized reports to track and report on the financial performance of projects
- Facilitate the annual budgeting processes
- Create monthly and quarterly cash flow and longer-term forecasts
- Manage monthly and quarterly tax payment process
- Ensure accurate tax compliance for work in various locations (national and international)
- Work with CPA to prepare appropriate EOY tax material
- Communicate regularly with management to support informed business decisions

Professional Experience Required:

- Bachelor's degree or higher
- Fiscal management experience (4-year minimum)
- Customer service experience (1-year minimum)
- Experience with Quickbooks Online and Google Workspace

Important Skills:

- Demonstrated success as a bookkeeper, accountant, auditor, or equivalent
- Strong understanding of GAAP and industry-specific accounting principles
- Strong analytical skills
- Ability to develop financial models and metrics
- Ability to convey complex concepts in understandable terms
- Problem-solving, critical thinking, and an investigative mindset
- Solid organizational, documentation, and decision-making skills
- Ability to see, understand, and communicate both big picture and details of a project
- Clear, concise, and personable communication abilities through all mediums
- Demonstrated ability to develop and adhere to complex work-flows
- Curiosity and desire to look at processes and procedures from different perspectives
- Collaborative and team-oriented

* Experience with media, advertising, nonprofit, foundation, or government entities is a plus.

About Us:

MediaDesk is a values-based creative agency that works exclusively with nonprofit and public sector organizations. Our work ensures great causes stand out and stick around, and we help power positive change. Our company culture encourages all team members to ask questions and speak up when help is needed. We maintain an incredible team of designers, communication specialists, web developers, digital strategists, media planners, and other makers of all types who live and breathe our core values. While our work takes us all over, we remain headquartered in our hometown of Albuquerque, NM.

Don't let the fact that we work predominantly with nonprofits give you the wrong idea. We put people first and offer a competitive compensation package. In addition to market-based salaries, we also provide a robust Employee Care Program that includes flexible work options, health care, retirement, and a generous leave program.

How to Apply:

Interested applicants must submit a cover letter and resume to jobs@mediadesknm.com. Both documents should indicate the job you are applying to. You may also include links to portfolios or relevant work samples. Applications will not be considered if submitted by any other means.