**Finance Manager Job Responsibilities:**

* Ensures business processes, administration, and financial management.
* Maintains accounting system.
* Leads planning and forecasting activities with business partners to achieve business and company goals.
* Reviews financial reports.
* Prepares financial forecasts.
* Monitors financial details to ensure legal compliance.
* Analyzes revenue, expenses, cash flows, and balance sheets.
* Assists management to make financial decisions.
* Supervises employees.
* Investigates means to improve profitability.
* Reviews and processes payments of the company.
* Maintains an accurate filing and record keeping system for all financial statements and company documents.
* Participates in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the business.

**Finance Manager Qualifications / Skills:**

* Attention to detail
* Strong quantitative skills
* Working knowledge of GAAP principles
* Organized
* Responsible
* Ability to manage multiple projects
* Thoroughness
* Understanding of confidentiality
* Adept at analyzing information
* Decision making skills
* Adaptive
* Strong negotiation skills
* Financial modeling skills

**Education and Experience Requirements:**

* BA or BS in economics, finance, accounting, economics, or related field
* 3-5 years managerial experience