

# **Senior Finance Manager**

**Beverly Gray Business Exchange Center, Inc.**

**Buffalo, NY**

**Salary: \$75,000 - \$85,000**

### **The Organization**

The Beverly Gray Business Exchange Center, a NYS recognized 501(c)3 organization, is the premier Entrepreneur Service Organization specifically serving the BIPOC and underrepresented entrepreneurial community in Buffalo, NY.

Located on the East side of Buffalo, we aim to be a conduit for business development and growth for new and existing entrepreneurs. Through our 4 Pillars Approach, we help our members solve critical problems on their entrepreneurial and business journeys. With partnership from the University at Buffalo, we are the first Incubator in WNY specifically serving BIPOC entrepreneurs and business owners.

The Beverly Gray Business Exchange Center was established by Mayor Byron Brown in honor of Beverly A. Gray, a dedicated community advocate, Council Member, and entrepreneur with a vision of innovation and economic growth for Buffalo's Eastside. Today, standing on that foundation, along with continued support from our funders, our goal is to empower and equip BIPOC entrepreneurs throughout the city of Buffalo with the necessary tools needed to build sustainable, high-growth businesses that not only positively impact Buffalo's east side but have a state and nationwide impact as well.

We believe that through equity, inclusion, and innovation, we can increase the success rate of BIPOC entrepreneurs from high potential to high growth. We see entrepreneurship as the pathway to attaining generational wealth while building the local community.

### **The Position**

The Beverly Gray Business Exchange Center is excited to welcome a detail-driven and solutions-oriented Senior Finance Manager who's ready to take ownership of the organization's financial systems and help lay the foundation for long-term growth.

In this pivotal role, you'll be entrusted with overseeing essential finance functions—from budgeting and bookkeeping coordination to reconciliations and financial reporting. You won't just be following processes; you'll help shape them. Working hand-in-hand with our bookkeeper, tax attorney, and board finance committee, you'll ensure our finances are accurate, transparent, and aligned with our mission.

If you're someone who thrives when given autonomy, enjoys refining systems, and wants to make a tangible impact on a community-centered nonprofit, this is an opportunity to grow while doing meaningful work.

## KEY RESPONSIBILITIES

- Lead the organization's day-to-day financial operations, including managing budgets, reconciling accounts, generating reports, and tracking program expenses.
- Collaborate closely with the external bookkeeper to maintain accurate and timely records that support our mission and grant compliance.
- Serve as a trusted financial liaison to the board finance committee and tax attorney, providing clear, actionable updates and insights.
- Drive monthly and quarterly financial reporting, ensuring alignment with grant requirements and internal program budgets.
- Prepare for and support the audit and annual 990 process with confidence and precision.
- Maintain and optimize internal accounting systems, especially QuickBooks, while identifying opportunities for improved efficiency.
- Help lead the transition from external to internal financial systems by establishing strong internal controls and scalable processes.
- Help the team not miss any details by supporting invoice processing, insurance coverage tracking, and other back office operational needs.

## THE IDEAL CANDIDATE

**The ideal candidate for the Senior Finance Manager position possesses the following competencies:**

<b>Financial Acumen</b>  Interpreting and applying understanding of key financial indicators to make better decisions.	<b>Ensures Accountability</b>  Holding self and others accountable to meet commitments.	<b>Collaborates</b>  Building partnerships and working collaboratively with others to meet shared objectives.
<b>Communicates Effectively</b>  Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	<b>Action-Oriented</b>  Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	<b>Optimizes Work Processes</b>  Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

## THE IDEAL CANDIDATE (cont.)

### Additional Qualifications

- Proven experience in finance and administration, with a strong background in budgeting, accounting, and financial reporting.
- 3–5 years of professional experience in nonprofit finance or accounting roles
- Proficiency with accounting systems, particularly QuickBooks
- Experience coordinating with bookkeepers, tax preparers, and finance committees
- Strong understanding of financial reporting, reconciliations, and budget tracking
- A systems-oriented mindset, with experience improving internal financial processes
- Clear communication skills and the ability to explain financial information to non-finance audiences
- A self-starter mindset and ability to work independently with minimal oversight

## WHO WE ARE

### Work Environment

The normal office hours of the organization are Monday through Friday from 8:00 am to 5:30 p.m. There is flexibility with regards to a hybrid remote/in-person office schedule. Non-exempt employees will be paid time and one-half for each hour worked beyond 40 hours in a workweek.

### Our Commitment to Diversity, Equity, & Inclusion

The Beverly Gray Business Exchange Center, Inc. is an Equal Opportunity Employer and recruits, employs, retains, and promotes persons in all job titles without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, domestic violence victim, marital status, predisposing genetic information, familial status, pregnancy-related condition, prior arrest or conviction record, gender identity or expression, retaliation for opposing unlawful discriminatory practices, except where there is a bonafide occupation qualification for the job tasks to be performed. In such circumstances, reasonable accommodation for qualified individuals with known disabilities will be made unless doing so would result in undue hardship.

The Exchange will also ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recalls, transfers, leaves of absence compensation, and training will be administered in accordance with the principles of equal employment opportunity.

## COMPENSATION AND BENEFITS

### Salary

\$75,000 - \$85,000

### Benefits

- Health Insurance
- Life and Accidental Death and Dismemberment Insurance
- Short-Term Disability
- 401K Retirement Plan
- PTO starting at 17 days within 1<sup>st</sup> year of employment

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

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[Submit an application](#)