

JOB TITLE: Director of Finance and Administration

POSITION TYPE: Full Time/ Exempt

DEPARTMENT: Administration

POSITION TYPE: Full time/ exempt

REPORTS TO: Executive Director

DIRECTLY SUPERVISES: Office administration staff

COMPENSATION: \$50,000-\$60,000

ORGANIZATION BACKGROUND: Communities United is a growing intergenerational grassroots organization that works across communities on issues of education justice, increasing access to affordable and quality healthcare and housing, youth investment, and justice reinvestment. CU's organizing approach actively engages and develops community and institutional members to advance social, racial, and economic justice. Recently named one of five global awardees of the W.K. Kellogg Foundation Racial Equity 2030 Challenge.

PURPOSE OF POSITION: This position will support the Executive Director and staff by providing financial, operational and human resources functions as assigned.

The Business Manager will be responsible for managing all of CU's bookkeeping and financial reporting. This position handles the organization's account payables and account receivables. In addition, the Business Manager is responsible for data entry, financial reporting, and budget and tax preparation. The Business Manager will participate in individual, institutional membership and donor maintenance information and donation tracking and recognition. This position will also work directly with the Executive Director on human resources processes and policy reviewing and writing.

REQUIRED SKILLS AND BACKGROUND:

- A Bachelor's degree is preferred (or equivalent experience) in business administration or finance
- Experience (2 or more years) functioning in a financial role. Non-profit organization preferred
- Strong interpersonal skills
- Ability to maintain daily and other periodic reports.
- Ability to effectively present information and respond to questions from groups of managers, staff, vendors, and the general public
- Ability to demonstrate eligibility for work in the United States
- Able to pass a background check

Administration, and Operations:

Human Resources:

RESPONSIBILITIES:

Accounts receivable and accounts payable:

- Enter and reconcile cash, check, and credit card deposits
- Supervise and track credit card purchases and documentation
- Oversee and reconcile monthly bike shop sales and reporting to the state
- Manage restricted and pass-through contributions

- Manage all aspects of deposits – file deposit slips, deliver deposit to bank
- Process and print check requests (ensure checks signed by ED)
- Mail checks to recipients
- Understand and sign off on payables
- General ledger entries as necessary

Financial reporting:

- Reconcile bank accounts monthly
- Prepare monthly financial reports for the Executive Director and Finance Committee
- Update and manage the Accounting Notes document to explain budget variations and activities throughout the year
- Provide requested data to tax preparers in a timely fashion
- Issue 1099's at year end according to tax requirements

Donor management of financial and administrative functions:

- Work with Executive Director and Development Director on budgeting for grant proposals, tracking grants in financial software, and reporting
- Ensure all donations are accurately entered into Quickbooks
- Update donor information in database
- Write and process acknowledgement emails or letters weekly for all donations
- Complete matching donation forms and processes
- Create individual year-end acknowledgements of donations when specifically requested by a donor

Office procedures and policies:

- Works with administrative support staff to maintain office flow with adequate office supplies
- Maintains documentation on Box, Samepage and other software platforms deemed necessary

Personnel:

- Assists in the paperwork and onboarding of all employees
- Manages payroll functions to submit payroll with outside vendor
- Supports the Executive Director to schedule timely employee evaluations
- Trains new employees on operational details
- Maintains personnel files

Administration:

- Policy writing as needed including the Employee Handbook and HR policies
- Occasional program support for events such annual fundraiser or other events tied directly to role
- Must be able to articulate CU's non-political mission and describe education and community programs to the public
- Responsible for assisting with the mid and end of year reporting requirements
- Sends periodic reports to the Executive Director with work progress as assigned
- Attend Board committee meetings as assigned
- Check the mail weekly and distribute it as needed

Equipment:

- Responsible for inventory and maintenance of equipment
- Reports equipment needs to the Executive Director

Additional:

- Other duties as assigned

KNOWLEDGE AND SKILLS:

- Willingness and ability to work in a dynamic environment, in a team setting
- Strong computer skills, including Quickbooks, word processing, spreadsheet, and presentation software
- Mature and positive attitude. Professionalism and strong communication skills
- Strong attention to detail

WORKING ENVIRONMENT:

- Work is performed primarily indoors; remote or hybrid work is a possibility
- Flexible working hours, including late evenings, some weekends, and holidays
- Willingness and ability to work in a dynamic environment, in a team setting
- Ability to communicate effectively with diverse groups of people, present information and respond to questions from groups of managers, staff, and the general public
- Communities United strives to maintain an inclusive working environment in and outside our facilities that supports diverse identities based on race, gender, disability, religion, national origin, marital status, and sexual orientation.

BENEFITS:

- Generous benefits including pension
- Premium health PPO, Dental, Vision (No employee contribution required for individual coverage)
- Life insurance
- Staff development and wellness funds available based on resource availability
- Generous vacation and paid time off (above industry standards)

HOW TO APPLY: Communities United is committed to providing equal employment consideration without discrimination on the basis of race, gender, disability, religion, national origin, marital status, sexual orientation, or any other protected status. To apply, please email resume and cover letter to info@communitiesunited.org. Resumes and cover letters will be accepted through March 31, 2023. The salary range for this role is \$50,000-\$60,000 based on experience. This position is a management position. People of color are strongly encouraged to apply if you meet the above requirements.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.