

**Job Title:** Finance Manager

**ORGANIZATION SUMMARY**

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. Facing Forward utilizes a Housing First model, which provides permanent supportive housing to chronically homeless individuals, families, and veterans. Under this model, we first ensure that clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. By providing permanent housing and a full array of services, including case management, healthcare, referrals for substance abuse treatment, mental health issues, education, and job training, we give homeless people in Chicago the tools they need to reclaim their lives.

**VISION**

Facing Forward is committed to empowering all individuals to envision a brighter future. We are always striving to ensure our approach is reflective of the unique paths which have led people to Facing Forward. We are committed to fostering a diverse, equitable, and inclusive environment where each member of Facing Forward is empowered to be themselves, share ideas, and contribute to the mission and vision of the organization. We believe that we are stronger together. We want to serve as a foundation and work in partnership with clients, staff, vendors, and community partners. In unity, we can work to prevent and end homelessness for our clients, to partner and guide them on their journey toward stability, health, and self-sufficiency.

Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes

**POSITION SUMMARY:**

Working under the supervision of the Vice President of Finance, the Finance Manager is responsible for all finance, accounting, and investment activities of the organization. They will lead all financial administration and financial reporting, as well as designing and managing effective and streamlined systems with financial impact including finance, accounting, and tax and legal compliance. The Finance Manager will implement, and monitor internal processes and controls to ensure effective financial management of the organization.

The Finance Manager has oversight responsibility for the day-to-day monetary operations and maintenance of the organizations' financial record, including overseeing incoming and outgoing payments, cash and treasury management, accounting, financial reporting and many other tasks related to the finances of the organization.

**SUPERVISORY RELATIONSHIP**

This position reports to the Vice President of Finance and supervises all staff members within the Finance Department, except the Contracts Manager.

**ESSENTIAL JOB FUNCTIONS**

Financial Management & Reporting:

- Analyze financial data and present financial reporting in an accurate and timely manner for the Vice President of Finance, employing nonprofit standards, and US generally accepted accounting principles, clearly communicating monthly and annual financial statements with an appropriate level of budget variance analysis and recommendations for corrective action.
- Manage cash flow: prepare cash flow reports and communicate status to management regularly
- Implement a robust contracts/financial management accounting and reporting system to ensure contract billing and collection schedules timely to ensure financial data and cash flow support the organization's goals.
- Provide the Vice President of Finance and other Directors with timely reviews of the financial status and progress in its various programs and activities. Ensure expenditure control
- Maintain relationships with banks. Communicating regularly on day-to-day activities as needed.
- Provide staff support to the finance committee as needed, in the Vice President of Finance's absence.
- Prepare reports which summarize and forecast activity and financial position in areas of income and expenses based on past, present, and expected operations.
- Serve as a business partner to the Vice President of Finance and Deputy Director to enable strategic financial planning.
- Coordinate all audit activities and board review of audit and 990.

#### Accounting:

- Implement and enforce accounting and finance policies and procedures that are consistent with nonprofit accounting standards and GAAP, that safeguard the organization's assets, and that represent best practices in internal controls.
- Maintain proper segregation of duties and internal control structure, recommending changes to existing guidelines and procedures, maintaining documentation of policies and procedures, and training other staff where appropriate on internal control guidelines and procedures.
- Ensure monthly allocations, reconciliations with development department and journal entries are made, ensure bank reconciliations are approved.
- Ensure an accurate and timely month and year end close, preparing necessary journal entries and reconciliations.
- Oversee the preparation year-end financial reports and audit schedules for all external parties (government, auditors and funders).
- Ensure that bookkeeping tasks (AR and AP) are completed in a timely and accurate manner, including check runs and credit card expense reporting.
- Oversee all aspects of the timely processing of payroll and ensure the organization is compliant in all states with respect to employee benefits, including worker's compensation.
- Assist with HR tasks as they intersect with accounting and finance.
- Keep abreast of state, local and federal regulations as they relate to non-profit organizations.

#### Management:

Lead a four person team, develop yearly and quarterly goals and workplans, track progress and outcomes, and ensure clear roles and team processes.

- Conduct supervision and evaluations and foster a relationship of mutual feedback.
- Provide ongoing mentoring to facilitate strategic growth for assigned staff and monitor individual work plans.
- Conduct necessary performance improvement plans, terminations, and other personnel actions in accordance with personnel policies.

### Government Contracts:

- Review and approve the monthly vouchers and financial reports prior to submission.
- Manage the day-to-day tasks related to any government audits that may occur.
- Gathers all necessary financial reporting to federal, city and state agencies, as needed.
- Provide necessary follow-up with contracting agency to ensure payment

### **Other Responsibilities**

- Uses email and other technologies to communicate with staff and others and to efficiently complete work assignments
- Protects the organizations value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks, participating in professional organizations
- Perform light housekeeping in common areas of office
- Perform other duties as assigned
- Be available to assist and advise other staff throughout the organization with their finance/accounting needs.
- Actively participate in required convenings, summits, retreats, and staff meetings, and participate in required virtual staff communications.
- Perform duties required of all staff to support smooth internal operations such as submitting timely expense reports, reimbursement requests, and timesheets.
- Perform other duties as assigned by supervisor.

### **Attendance at Meetings Required**

- Finance Committee & Investment Committee
- Board Meetings
- Supervision meetings (once a month)

### **Attendance at Events Required (Maybe required)**

- Fundraising events
- Day in the Life
- Client Recognition Day
- Staff Recognition Day
- Board Picnic

### **QUALIFICATIONS**

#### **Education, Certification, License**

- Masters' Degree in accounting, business or related field is preferred and/or relevant professional experience
- CPA (preferred)

#### **Experience**

- Five years bookkeeping and a minimum of two years supervisory experience
- Knowledge of standard accounting practices

#### **Skills and Abilities**

- Excellent organizational and follow-through skills, prioritize and work under deadlines
- Ability to prioritize and direct, analyze situations, identify situations where appropriate to make decisions.

- Ability to strategically think, consider ideas and assess pros and cons, provide recommendations and solutions.
- Knowledge of federal and state regulations related to area of responsibility.
- Knowledge of principles and practices of nonprofit and GAAP fund accounting.
- Skill in researching, analyzing and evaluating complex financial data.
- Extremely ANALYTICAL\* and able to multitask and complete projects timely
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Ability to analyze and interpret data for accuracy. Demonstrate a high quality of work
- Highly organized, detail oriented, and able to work under pressure.
- Excellent in Microsoft Office Suite and database skills
- Accounting software experience (NetSuite or other nonprofit ERP preferred)
- Strong interpersonal and communication skills and the ability to work effectively with a broad range of individuals; ability to manage multiple tasks
- Handiness with IT and general office equipment necessary
- Use of good judgment and the capability to research and analyze information in order to make decisions on recurring assignments
- Displays eagerness and the ability to learn new methods, procedures, and techniques
- High level of professionalism and confidentiality

#### **Working Conditions and Physical Requirements**

- May work from home, ability to telework
- Sitting for extended periods is required
- Intermittent physical activity including standing, walking, bending, lifting (less than 10 pounds)
- Normal manual dexterity and hand-eye coordination
- Verbal communication

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the position.

#### **COMPENSATION**

- Salary is \$65,003 - \$72,226, commensurate with experience
- Comprehensive benefits package (with some employee contributions) includes medical, dental, vision, life, and long-term disability insurance. Employer-matched retirement plan
- 10 paid vacation, 12 paid sick, 3 paid personal, and 10 paid holidays the first year

#### **To Apply**

- Submit (1) cover letter, (2) resume, and (3) your salary requirement to: [lashonda@ffchicago.org](mailto:lashonda@ffchicago.org)
- Please write your last name, first name, and position in the subject line of your e-mail.
- Please address in your cover letter how your qualifications fit our listed qualifications and expectations.
- Incomplete applications will not be accepted. Position begins as soon as possible.