

**Job Title:** Finance Manager  
**Location:** Hybrid, Remote and In-person, 642 S Kedzie  
**Reports to:** Finance Director  
**Supervises:** Senior Accountant  
**Status:** Full-time, Exempt

### **ORGANIZATION SUMMARY**

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. We first ensure that our clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. We also offer case management, healthcare, referrals for substance abuse treatment and mental health issues, education, and job training. Facing Forward gives the tools our clients need to reclaim their lives.

### **VISION**

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. 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.

### **POSITION SUMMARY**

Working under the supervision of the Finance Director, the Finance Manager is responsible for all finance, accounting, and investment activities of Facing Forward. They will lead all financial administration and financial reporting. They will design and manage effective, streamlined systems with financial impact including finance, accounting, tax, and legal compliance. The Finance Manager will implement and monitor internal processes and controls to ensure effective financial management of Facing Forward.

The Finance Manager has oversight responsibility for the day-to-day monetary operations and maintenance of Facing Forward's financial record. This oversight includes incoming and outgoing payments, cash and treasury management, accounting, financial reporting and other tasks related to Facing Forward's finances.

### **ESSENTIAL JOB FUNCTIONS**

#### **Financial Management and Reporting:**

- Analyze financial data and present financial reporting in an accurate and timely manner to the Finance Director, employing nonprofit financial standards and US generally accepted accounting principles (GAAP).
- Clearly communicate monthly and annual financial statements with an appropriate level of budget variance analysis and recommendations for corrective action to Finance Director.
- Prepare cash flow reports and communicate status to management on a regular basis.
- Work with the Finance Director to implement a robust contracts and financial management system to ensure appropriate accounting and reporting of billing and collection schedules ensuring financial data and cash flow support Facing Forward's goals.
- Provide the Finance Director and other directors with timely reviews of the financial status and progress of our Facing Forward's various programs and activities ensuring expenditure control.

- Maintain banking relationships by communicating regularly on day-to-day activities as needed.
- Provide staff support to the Finance Committee in the Finance Director's absence.
- Prepare financial reports summarizing and forecasting Facing Forward's financial position regarding income and expense based on past, present, and expected operations.
- Serve as a business partner to the Finance Director and Deputy Director to enable strategic financial planning.
- Coordinate and oversee all audit activities, year-end financial reports, audit schedules and tax reporting for all external parties (government, auditors, funders, finance committee and board of directors).

**Accounting:**

- Implement and enforce accounting and finance policies and procedures that are consistent with nonprofit accounting standards and GAAP to safeguard Facing Forward's assets and represent best practices in internal controls.
- Maintain proper separation of duties and internal control structure, recommend changes to existing guidelines and procedures, maintain documentation of policies and procedures, train staff on internal control guidelines and procedures.
- Ensure monthly allocations, Development department reconciliations, and journal entries are made. Ensure bank reconciliations are approved.
- Ensure accurate and timely month and year end closing by preparing necessary journal entries and reconciliations.
- Ensure day to day accounting transactions are recorded in a timely and accurate manner.
- Oversee the timely processing of payroll ensuring Facing Forward's compliance in all states with respect to employee benefits and workers compensation.
- Assist with HR tasks as they intersect with accounting and finance.
- Keep up to date with state, local, and federal regulations as they relate to non-profit accounting standards.

**Management:**

- Develop yearly and quarterly goals with direct reports by creating workplans, tracking progress and outcomes, and work to clarify team roles and processes.
- Conduct supervision and evaluations that foster a relationship of mutual feedback.
- Provide ongoing mentoring to facilitate strategic growth for direct reports.
- Conduct necessary performance improvement plans, terminations, and other personnel actions in accordance with personnel policies.

**Government Contracts:**

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

**Other Responsibilities:**

- Uses email and other technologies to communicate with staff and others and efficiently complete work assignments.
- Protects the organizations value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Perform light housekeeping in common office areas.
- 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, including required virtual staff meetings.
- Perform duties required of all staff to support smooth internal operations.

## **QUALIFICATIONS**

### **Education**

- Master's degree in accounting, business, or related field and/or relevant professional experience. CPA (preferred)

### **Experience**

- Five years bookkeeping/accounting experience (non-profit preferred)
- Three years supervisory experience leading 3+ person team.
- Knowledge of standard accounting practices (non-profit a plus)

### **Skills and Abilities**

- Excellent in Microsoft Office Suite and database skills. Handiness with IT and general office equipment.
- Ability to multi-task, prioritize and direct others, make decisions, follow-through, and work under pressure and deadlines.
- Ability to think analytically, strategically, and provide recommendations and solutions.
- Ability to communicate complex information clearly and concisely both orally and in writing and to work effectively with a broad range of individuals.
- Displays eagerness and the ability to learn new methods, procedures, and techniques.
- Must possess a keen attention to detail and a commitment to high quality work.
- High level of professionalism and confidentiality.

## **COMPENSATION AND HOW TO APPLY**

- Salary range is \$75,000 to \$84,000 depending on experience and skills. Benefits include medical, dental, vision, life, and long-term disability insurance. Employer-matched retirement plan and generous paid time off.
- **Email and include in the Subject line: "Your last name, Finance Manager"**
  - (1) cover letter that explains why you would be a good fit for this position**
  - (2) your resume (3) how you heard of the opening (4) your desired salary range to [search@torkelsonconsulting.com](mailto:search@torkelsonconsulting.com)**
- Incomplete materials with only a resume will not be considered.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work is performed remotely and in a typical office work environment.
- Sitting for extended periods is required. Intermittent physical activity, including standing,

walking, and bending. Normal manual dexterity and hand-eye coordination corrected hearing and vision to normal range; verbal communication is required.

- Business hours are 9 am-5 pm, Monday-Friday, evening and weekend work may be required.
- Reasonable accommodation will enable qualified individuals with disabilities to perform the position's essential functions.

#### **WORK SCHEDULE AND VACCINATION STATUS**

- This is a hybrid work position, with on-site responsibilities at our two office locations as well as remote workdays. 9am-5pm attendance is required on all days.
- Attendance at meetings and events is occasionally required in the evenings and weekends.
- While we highly encourage all employees to be vaccinated against COVID-19, we do not currently require employees to be vaccinated. Instead, we employ masking and isolation protocols for all staff.

#### **DIVERSITY AND EQUAL OPPORTUNITY VALUE:**

- We are committed to equal employment opportunity for all qualified applicants and all our employees without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, pregnancy, gender identity or expression, age, national origin, citizenship status, military service and/or marital or family status, order of protection, handicap, disability, or any other factor protected by law.

This description provides a summary of the major duties and responsibilities and is not an exhaustive list of the duties and responsibilities. The employee holding this position may be required to perform additional duties to meet the organization's needs.