



## **FINANCE AND OPERATIONS MANAGER** **JOB ANNOUNCEMENT**

### **Position Overview**

California Latinas for Reproductive Justice's **Finance and Operations Manager (FOM)** is responsible for the daily financial operations and management of its \$1 million budget, including accounts receivable, accounts payable, maintaining financial records, and other administrative and operational duties. The ideal candidate has a solid understanding of GAAP, has at least 6 years of experience in the field(s) of nonprofit accounting and administration, is self-motivated and demonstrates outstanding accuracy and consistent attention to detail.

### **Reporting**

The FOM reports to CLRJ's Associate Director, and works closely with the Executive Director and the rest of the staff.

### **Principal Areas of Responsibility**

The FOM's responsibilities include, but are not limited to, the following:

#### **Finance**

- Accurately record all revenues and expenses according to the appropriate account, project, and grant codes
- Review and record grant receivables according to accrued method of accounting
- Conduct weekly in-person deposits
- Prepare checks on a weekly basis
- Review and reconcile monthly credit card transactions
- Enforce CLRJ's financial guidelines for proper documentation and approvals
- Prepare invoices as needed
- Correspond with donors and vendors to resolve discrepancies as needed
- Maintain accounting records and other financial files
- Maintain proper records of CLRJ's assets (equipment and other items of financial value)
- Prepare monthly project-based financial reports
- Assist with preparing grant-specific financial reports, and other financial reports or statistics as needed
- Support the AD with preparing schedules needed for IRS Form 990, state filings, or audit

#### **Human Resources**

- Review timesheets, process payroll and conduct payroll data entry semi-monthly
- Maintain employee files
- Track and record staff's hours worked, lobbying hours, and accrued and used paid time off
- Assist the AD in answering questions related to employee policies and procedures, PTO etc

#### **Administration & Operations**

- Oversee organizational supplies inventory and purchase/replenish as needed
- Manage CLRJ's primary phone line and organizational email, and relay messages/requests to the appropriate staff
- Collect and sort CLRJ's mail, and disburse to the appropriate staff
- Maintain independent contractor files and information up-to-date
- Assist the AD with operational needs such as monitoring insurance requests, reports, renewals and claims
- Support the ED with coordinating board meetings and scheduling travel for board members



### **Skills and Qualifications: Required**

- Desire to work with a Latina-led, community-based, advocacy, non-profit organization; passion for social justice
- Bachelor's Degree in Accounting, Finance, Business Administration or related field
- At least six (6) years experience in non-profit accounting
- Expertise in Quickbooks
- Proficiency in Microsoft Excel, Word, and Power Point; and CiviCRM is a plus
- Superior organizational skills
- High level attention to detail and accuracy
- Exceptional ability to multi-task and prioritize competing projects and timelines, and work well under pressure
- Excellent oral, written, math and interpersonal skills
- Ability to work both independently (with very little supervision), and collaboratively
- Ability to think through, evaluate, and solve problems logically; be innovative
- Self-starter
- Ability to learn quickly
- Demonstrate professionalism with colleagues, Board of Directors, funders, donors, and allies
- Maintain confidentiality in handling sensitive documents/information
- Commitment to regular and consistent attendance
- Flexibility to work nights or weekends occasionally
- Valid California Driver's License and legally required car insurance, and access to a personal vehicle to be used to conduct CLRJ business strongly preferred
- Bilingual with Spanish language proficiency (oral and written), is a plus

### **Location, Duration & Compensation**

- This is a full-time position
- Based in Los Angeles with some required travel
- Annual salary is \$40,000 - \$48,000 commensurate with experience
- Excellent benefits package including: Medical, dental, vision, life, long term and short-term disability insurance approximately \$650 monthly (\$7,800 annually).
- Paid monthly parking equivalent to \$130 monthly (\$1,560 annually).
- Paid vacation, sick/personal time, family and medical leave.
- Eleven days of holiday pay, with additional winter holiday pay available at the discretion of the Executive Director
- Significant opportunities for professional development and growth

### **How to Apply**

Please send cover letter and resume in **Word** or **PDF** to Human Resources via email at: [careers@clrj.org](mailto:careers@clrj.org). *Please write **FINANCE AND OPERATIONS MANAGER** in the email subject line.* Applications will be reviewed on a rolling basis. Position open until filled.

*CLRJ is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.*