

JOB DESCRIPTION

November 2020

White Center Community Development Association Finance Manager

The White Center CDA works to eradicate poverty and build a vibrant, economically diverse community. We are committed to ensuring long-term equity and social justice through systems change for the benefit of the White Center community. We are guided by our vision to be a bold, innovative, community-led sustainable and results-driven organization committed to eliminating racism and creating positive economic and social change. See wccda.org.

Role Summary

The Finance Manager position is new at WCCDA. This part-time position will provide leadership on all financial matters, including accounting, grant management, budgeting, reporting and cash management. Grants make up the majority of WCCDA's \$1 million budget, and the budget is expected to double within five years. The Finance Manager would also set policies, interact with funders, and evaluate the impact of decisions on the efficiency and effectiveness of the CDA.

In the next three to five years, the CDA is poised to take on a construction project and become owners of a mixed-use housing and commercial complex. The Finance Manager will have a unique opportunity to build the capacity needed to handle this project. The organization's growth will provide natural opportunities to learn and grow. This position requires someone who can operate at a strategic level but is also willing to pay attention to the details that make a small office successful. The ideal candidate has strong cultural versatility, shares our commitment to the White Center community, and supports our values of innovation and inclusion. The position will require the ability to remain flexible and adaptable while continuing to improve core operations. The Director of Finance will bring structure and stability while honoring the voices and needs of the community. The position will report to the Executive Director.

Key Responsibilities

Financial Leadership and Management

- Responsible for all aspects of accounting/bookkeeping, payroll, A/P, A/R, banking, and credit cards. Implement month-end close process.
- Ensure timely collection of income and payment of expenses
- Ensure accurate tracking of funds for fiscal sponsors
- Accountable for all financial processes; ensure all staff are equipped to follow processes.
- Lead annual budget preparation with Executive Director, including development of program budgets in partnership with program managers
- Produce monthly financial statements for Program Managers and Board
- Manage accounting policies and procedures in compliance with appropriate GAAP standards and regulatory requirements. Ensure that internal control processes are documented and up to date.
- File various Federal, State, and City reports and returns.
- Coordinate with CPA firm on annual audit and preparation of Form 990
- Maintain physical and electronic files on receipts, checks, back-up documentation and invoices.

Grants Management

- Support grant management: building grant specific budgets and reports, adhering to compliance processes, creating invoices and payment submissions, and handling post-award financial procedures to ensure compliance with reporting requirements.
- Establish and maintain effective systems for tracking the use of restricted funds and expenses associated with specific programs and projects; maintain detailed records of restricted gifts and grants received, uses of restricted funds, and remaining balances of all restricted funds.
- Maintain knowledge of funder requirements and collaborate with Program Managers to ensure that expenditures are aligned with grant, project, and program budgets.

- Implement procedures to communicate, educate and ensure compliance with grant regulations throughout the organization.

Leadership

- Support organizational priorities and provide expertise as needed
- Foster a healthy work environment that supports self-care, collaboration, and openness to feedback
- Serve as the public face of the organization as needed at community meetings and with project partners
- Contribute to long-range planning efforts

JOB SKILLS AND PERSONAL TRAITS PREFERRED

- Non-profit accounting knowledge and hands-on experience with financial management. Working knowledge and experience in accounting for restricted grants.
- Experience with housing or commercial leasing preferred.
- Demonstrated ability to recommend and implement process improvements that enhance operational efficiency and that are adopted by stakeholders. Collaborate with staff to support process changes.
- Ability to thrive and work effectively as part of a small team in a fast-paced and rapidly growing program, with limited oversight.
- Strong attention to detail and accuracy, along with the ability to prioritize and organize multiple projects, meet deadlines, problem-solve and multi-task.
- Strong interpersonal skills and demonstrated ability to communicate well verbally and in writing and develop working relationships with a variety of people. Ability to lead and foster teamwork.
- Ability to convey financial information clearly to non-accounting/finance staff and stakeholders.
- Ability to be productive in a remote work setting. Able to participate fully in video meetings.
- Excellent computer skills, specifically QuickBooks, MS Office suite, and CRM software (Apricot and Little Green Light preferred).
- Highest possible integrity and credibility. Able to maintain confidentiality of sensitive information.
- Commitment to building a thriving White Center community

Compensation

- The salary range is \$60,000-\$70,000 annually for full-time work. This position is anticipated to work 60% - 75% (24 - 30 hours a week) and pay will be pro-rated based on actual schedule.
- Benefits include medical and dental insurance, vacation & sick leave, and paid holidays
- Position is part-time, exempt. Has ability to work some flexible hours. Due to COVID-19 restrictions, WCCDA staff is primarily working from home, though this position might work occasionally in the office.

To apply: Send a cover letter and resume to sili@wccda.org. In the subject line, please put Finance Manager [your name].

WCCDA encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, socio-economic circumstance, or record of arrest or conviction. People with disabilities, people of color, women, and members of the LGBTQIA+ community are especially encouraged to apply.