



JOB POSTING

JOB TITLE: Director of Finance

SALARY RANGE: Commensurate at \$115,000 based on experience

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Exempt/Salaried, full-time, regular

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Managing Director

START: Immediately

LOCATION: Los Angeles, CA Headquarter Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Director of Finance oversees all aspects of CHIRLA's accounting functions. Responsible for planning, budgeting, directing ledger accounts, financial statements, and cost control systems. Manage the financial compliance of both 501 c3 and 501 c4 organizations transactions. This position requires a minimum of bachelor's degree with a CPA certification or equivalent with at least five years of experience in the non-profit sector. The Director of Finance must understand financial programs to obtain information related to grant compliance and reporting. This position supervises the accounting department. The Director of Finance reports directly to the Managing Director, is part of management and collaborates closely with the management team.

DUTIES AND RESPONSIBILITIES:

- Oversees the preparation of daily, monthly, annual, and other periodic financial statements and reports. Ensures that external document submissions and filings are accurate and timely
- Coordinates tax reporting requirements. Works with external accountants to file federal, state, payroll tax returns, lobbying, independent expenditure (501 (c4), and any necessary filings Oversees the preparation and filing of payroll taxes, and tracks and reports fringe benefit tax data (relocation expense reimbursements, use of Company vehicles, etc.)
- Prepares and monitors the Organization's budgets and internal systems using Sage Intact, Nexonia, and Salesforce
- Coordinates the annual audit. Ensures that accounting records and reports are in compliance with government regulations. Cooperates with and assists external auditors as appropriate





- Ensures effective financial internal controls for the Department. Continually evaluates established policies and procedures, and recommend for updates or modifications as necessary
- Creates flowcharts to organize Department processes
- Coordinates accounting information systems which track specific operational and financial data
- Works to implement and update systems including payroll, fixed asset management, expense management, cash management, etc.
- Supervises, trains and encourages the growth of finance staff
- Completes financial analyses of cash flow, maintains good working relationships with banking institutions, etc. Develops and implements improvements as appropriate;
- Attends and participates in Board, Management and committee meetings as appropriate. Knowledge and understanding of relevant accounting, tax and compliance rules and regulations for 501(c) 3 and 501 (c)4 nonprofit organizations
- In collaboration with development department staff, monitors grant invoicing and receivables, communicates with funders as needed
- In collaboration with program directors and development staff, prepares all financial reports for all grants
- Prepares monthly and quarterly reports for internal audits related to department grant requirements and compliance.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in business, accounting, and/or CPA equivalent experience
- Minimum five years' experience in nonprofit finance; significant grant reporting experience preferred
- Expert computer skills including advanced spreadsheets and accounting software; Sage Intacct, Nexonia and Salesforce preferred
- Ability to translate financial concepts effectively and the ability to work with program and development colleagues to accomplish grant reporting
- Excellent written and verbal communication and interpersonal skills
- Ability to prioritize tasks and work in a rapidly changing environment
- Attention to detail and accuracy a must; great ability to problem solve and find suitable solutions to immediate challenges

Send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Director of Finance**

