



Position Description

Manager of Finance and Administration – Part Time

About Literature for All of Us

Literature for All of Us (LFAOU), uses books and writing to facilitate circles of connection, healing and growth in the face of social inequity. By inviting participants to explore the transformative power of their own voices, we help build resilience. Since 1997, Literature for All of Us has grown from serving 15 low-income teenage moms to serving nearly 700 participants this year and over 9,000 participants to date. LFAOU's trauma informed program model uses techniques and standards commonly seen in traditional talk therapy settings to reframe participants' experiences in ways that disrupt old and harmful narratives. As a result, book group participants develop a greater sense of power and agency in sharing and exploring their experience.

Position Summary

LFAOU is seeking a part time Manager of Finance and Administration who will be responsible for both the strategic as well as the day to day administrative and financial management of the organization. LFAOU has an operational budget of approximately 800,000 and employs 9 staff plus free-lance book group leaders. This position will report to the Executive Director and will be a hands-on collaborative manager with proven experience in non-profit organizations' accounting, budgeting, donations, events, contract and grants revenue and expense management, as well as in compliance, office administration, IT, human resources and payroll, and operations of a small non-profit in Chicago.

The Manager of Finance and Administration will be a part of the senior management team and will play a critical role in partnering in strategic decision making as LFAOU continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations professional to maximize and strengthen the internal capacity of a well-respected, high-impact organization with over 20 years of history. The organization offers a flexible schedule for this position, with estimated 25-30 hours per week.

Responsibilities

Financial Management and Accounting

1. Work in collaboration with the Executive Director and the Senior Management Team to ensure the proper running and financial health of the organization.
2. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials to support fund development and program operations, and oversee all financial, project/program and grants

accounting. Effectively communicate and present the critical financial matters to the ED, treasurer, finance committee and the board of directors.

3. Responsible for the day-to-day accounting operations including the entry of all forms of donations, preparation of bank deposits, accounts payable and receivable, maintenance of the general ledger and various reconciliations.
4. Responsible to process and manage the bi-monthly payroll including PTO tracking, payroll entry, payment of payroll taxes and other liabilities and filing of quarterly and annual returns. Manage health insurance and 403(b) retirement plan.
5. Coordinate the annual audit process, prepare required support schedules, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
6. Coordinate and manage the annual budgeting process for Board approval in conjunction with the Senior Management Team and the ED, and the Finance Committee; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status, manage organizational cash flow and forecasting.
7. Implement a robust contracts management system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
8. Update and implement all necessary financial and business policies and accounting practices.

Administration, Human Resources, Technology, Office Management

1. Further develop LFAOU's human resources function, enhancing recruitment, employment processing, compensation and benefits, training and development, records management, performance evaluation, employee relations and retention, in collaboration with the senior management team and the ED.
2. Ensure that recruiting, onboarding and exit processes for staff are consistent and streamlined.
3. Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
4. Serve as staff liaison to the Board of Directors, assist with onboarding of new board directors, maintain board lists, coordinate board meetings and produce and maintain meeting documentation.
5. Serve as facilities coordinator, welcome and acclimate visitors to the office and ensure supplies, reservation of meeting rooms and other facilities matters are well organized to ensure efficient and consistent operations.

6. Serve as IT coordinator, work with IT partners to ensure technology needs of the organization are met.
7. Work closely and transparently with all external partners including financial institutions, benefits providers, third-party vendors and consultants.

Education, Experience and Qualifications

- Bachelor's degree in Accounting or Business, CPA preferred.
- 5 years' of financial and operations management experience in non-profit organizations
- Experience processing payroll and managing employee benefits.
- Solid knowledge of non-profit organizations.
- Proven experience managing the quality and content of all financial and accounting data, reporting, and coordinating audits for an organization or significant department/program.
- Solid understanding of contracts management and compliance.
- Proven experience working with a cloud-based suite and accounting software, specifically QuickBooks.
- Knowledgeable of best practices in human resources management.
- Demonstrated ability to work with IT vendors to develop and implement new processes and systems that increase efficiency.

Mission Oriented: LFAOU hopes to attract professionals who have a passion for LFAOU's mission to impact lives through the power of reading, a professional who is committed to social concerns and love of the written word.

Other Skills & Abilities: High degree of comfort with technology, ability to set own goals, meet deadlines, take initiative, and work independently. Strategic thinker. Ability to define problems, collect relevant data, ask appropriate questions, establish facts and draw valid conclusions. Ability to create effective financial presentations.

Flexibility: Ability to work collaboratively with peers, executive director, subordinates, and volunteers.

LFAOU is an Equal Opportunity Employer. LFAOU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.

To Apply: Please send a cover letter and resume to careers@literatureforallfus.org with the subject "Finance and Administration." The cover letter must include a description of the applicant's qualifications and salary requirements, preferably on an hourly basis.

Website: www.literatureforallfus.org Address: 5940 N. Sheridan Road, Chicago, Illinois 60660

Application Deadline: Open until filled

Flexible schedule – estimated at 25-30 hours per week or potentially less, negotiable.

Benefits: Depend on number of hours per week

LFAOU March 2019