POSITION TITLE: Director of Finance and Administration
REPORTS TO: Executive Director
WORKSITE: Omaha, Nebraska

ORGANIZATIONAL DESCRIPTION: The Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the Justice For Our Neighbors network.

ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

Visit our website for additional information about our organization
https://www.immigrantlc.org/

POSITION DESCRIPTION: The Director of Finance and Administration will be a strategic thought-partner, reporting to the Executive Director (ED). The successful candidate will be a hands-on and participative manager leading and developing an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Immigrant Legal Center (ILC) continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

MAJOR DUTIES:
- **Financial Statements -** Produce, analyze and communicate monthly and annual financial reports including Statement of financial position, Statement of activity, cash flow projections, budget projections, forecast, and other reports and dashboards.
- **Budget -** Lead the annual and long-term budgeting process in conjunction with the ED and other members of the leadership team; evaluate budget assumptions

and develop various scenarios; assure final budget numbers are entered and current in Fast Fund.

- **Audit -** Coordinate and lead the annual audit process and preparation of the 990, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- **Grants -** A track record in grants management with strong experience in automation and processing of donations/pledges.
- **Policies -** Update and implement all necessary financial and accounting policies and procedures; maintain the overall policy and procedure manual.
- **Human Resources** - Further develop ILC's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.

QUALIFICATIONS:

- Bachelor's degree in accounting or related degree with experience in accounting or finance required; Master of Business Administration (MBA) preferred
- At least 7-10 years of overall professional experience; ideally 6 plus years of broad financial and operations management experience, preferable in a nonprofit organization.
- Must have a working knowledge of nonprofit accounting as well as GAAP principles.
- Ability to translate financial concepts and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Ability to work independently, prioritizing workflow to meet critical deadlines while paying exceptionally close attention to detail.
- Ability to work collaboratively and thoughtfully as part of a committed integrated team.
- Effectively communicate and present critical financial matters to the Executive Director, Leadership Team, and Board of Directors.
- Excellent interpersonal skills, including the ability to generate trust and respect from colleagues, program partners, and volunteers.
- Strong knowledge of general Human Resource/Finance functions such as group health benefits, expense processes and processing new hires and terminations.

APPLICATION:
Please apply online at https://careerlink.com/