



**JOB TITLE:** Finance & Human Resources Manager  
**TEAM:** Operations  
**REPORTS TO:** Director of Finance & Administration  
**FLSA STATUS:** Exempt  
**LOCATION:** Richmond, VA  
**DATE:** June 2019

## **JOB SUMMARY**

The ACLU-VA Finance & Human Resources Manager works across our organization to ensure our internal finance processes are efficient and easy to use, all our fiscal and people data is accurate and up-to-date, and all our teams have top-notch HR support. The Finance & Human Resources Manager must be a creative systems-thinker who loves searching for root reasons and causes for problems, sees puzzles as an opportunity to rearrange pieces for maximum impact, and finds satisfaction in working with others to transform something strong into something absolutely superb.

## **RESPONSIBILITIES**

### **Accounting & Financial Management**

- Perform essential day-to-day financial functions such as maintaining financial accounts, preparing invoices and deposits, and handling all accounts payable entries in accounting software to include collecting, coding and processing all expenditures;
- Coordinate revenue sharing of membership checks with National ACLU;
- Manage staff credit card, check request, and reimbursement processes, ensuring accurate recordkeeping and timely disbursement of payments;
- Create standards, trainings, and procedures to ensure staff members meet all deadlines for processing of receipts and reimbursements; work across teams to meet 100% compliance goals;
- Work with external controller to ensure the monthly completion of bank reconciliations, investment reconciliations, and general ledger entries;
- Collaborate with the development team to prepare quarterly reconciliation of donations and manage the finance side of the annual revenue reconciliation process with National ACLU;
- Assist in preparation of an annual budget in conjunction with the Director of Finance & Administration, the Executive Director, and other team leaders;
- Monitor all expenditures in accordance with the budget, including grant expenditures; facilitate regular meetings with each team to discuss budget variance and forecasting;
- Ensure timely completion of reports and forms for the National ACLU and State of Virginia, including lobbying reports, charitable organization renewals, and corporation commission reports;
- Manage end of calendar year income tax reporting requirements, ensuring the timely distribution of W-2 forms and accurate completion of 1099 forms;
- Help prepare financial documents and records for external CPA and annual audit process;
- Ensure timely submittal of Chapter financial documents;
- Create intricate financial reporting templates and use them to prepare regular financial statements and investment reports; and
- Help ensure staff adherence to the ACLU-VA internal controls and financial policies.

## **Human Resources Management**

- Manage employee payroll, timekeeping, and vacation and sick leave records; serve as primary liaison with third-party payroll company;
- Manage employee benefits programs (401K, health insurance, disability, etc.);
- Develop and maintain a human resources information system that meets personnel and intern recordkeeping needs;
- Complete reports for National ACLU including pension and salary surveys;
- Post new staff and intern positions; maintain and build distribution lists for postings; ensure that postings are provided to venues that create diverse applicant pools;
- Collaborate across the organization to coordinate all recruitment and hiring logistics to include applicant tracking and correspondence, interview scheduling, collecting applicant feedback and completing hiring memos;
- Collaborate with hiring managers to coordinate the onboarding of all new staff and interns; maintain all onboarding and off boarding materials; provide training on all finance and human resources matters;
- Remain up-to-date on HR trends in the corporate and non-profit worlds;
- Assist the leadership team in developing and implementing best policies, procedures and practices on personnel matters; and
- Promote a lively, welcoming, and inclusive office culture and assist in creating space for reflection and conversation.

## **MINIMUM REQUIREMENTS**

- Knowledge of generally accepted accounting principles and procedures and their application to basic accounting; experience in analyzing financial information.
- Knowledge of human resources management principles and methods.
- Experience exercising discretion and confidentiality with sensitive information such as financial statements and personnel records.
- Proficiency with office technology and information systems, including online communications, word processing, spreadsheets, and accounting software.
- Willingness and ability to work beyond the normal work day, on weekend, and/or more than 40 hours a week as necessary.
- Willingness and ability to travel throughout Virginia, and occasionally to other states for conferences and training.
- A commitment to the mission and values of the ACLU of Virginia, and to racial justice and civil rights issues and an understanding that these issues are central to overall protection of civil liberties.
- A commitment to diversity, equity and inclusion, to refrain from unlawful discrimination and to comply fully with all applicable laws; a personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

**ESSENTIAL SKILLS & ABILITIES**

- Exceptional organizational skills and a systems-oriented working style that allows identification of problems as opportunities to generate solutions that will have an impact tomorrow and long-term.
- Ability to understand how work impacts people differently and desire to work to fully integrate differentiated strategies across teams for seamless engagement.
- Ability to translate financial concepts clearly to folks less familiar with them, in written and verbal formats.
- Ability to regularly and easily jump from task to task, prioritize, stay organized, and complete assignments under tough deadlines in an occasionally stressful environment.
- Extreme detail orientation to the point of noticing things that other people miss.
- Flexibility and willingness to learn new tools, technology, and resources.
- Strong interpersonal skills with the ability to work inclusively across lines of difference in a variety of settings.
- Excellent judgment always, and especially when dealing with sensitive issues/situations.
- Strong verbal and written communication skills, with the ability to communicate complex processes in a clear and concise manner.

**DESIRABLE EXPERIENCE, SKILLS & ABILITIES**

- Advanced Quickbooks and Excel experience.
- Valid Virginia Driver’s license.

**EQUIPMENT USED**

- Computer, phone, copier, fax

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.

The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commits to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.