



JOB TITLE: Finance Manager

TEAM: Operations

REPORTS TO: Director of Finance & Administration

FLSA STATUS: Exempt

LOCATION: Richmond, VA

DATE: October 2020

JOB SUMMARY

The ACLU-VA Finance Manager works across our organization to ensure our internal finance processes are efficient and easy to use, all our fiscal data is accurate and up-to-date, and all our teams have top-notch budget support. The Finance 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 superb.

RESPONSIBILITIES

Accounting & Financial Management

- Manage the day-to-day financial needs of the organization, performing essential financial functions such as maintaining bank accounts, preparing invoices and deposits, and managing hundreds of AP and AR entries in accounting software each month to include collecting, coding and processing all expenditures and other revenues;
- Coordinate revenue sharing with National ACLU;
- Collaborate with the development team to prepare monthly reconciliation of donations and manage the finance side of the annual revenue reconciliation process with National ACLU;
- Manage staff credit cards, check requests, and reimbursement processes, ensuring accurate recordkeeping and timely disbursement of payments;
- Work with Director of Finance & Administration and external controller to ensure the monthly completion of bank reconciliations, investment reconciliations, and general ledger entries;
- Help prepare annual budget in conjunction with the Director of Finance & Administration and other senior leaders;
- Track all expenditures in accordance with the budget, including grant expenditures; provide reports and facilitate regular meetings with each team to discuss budget variance and forecasting;
- Support department directors in understanding and owning their budgets and respond promptly to their questions;
- Ensure compliance with internal financial policies, and local, state, and federal regulations and laws, including timely completion of reports and forms for the National ACLU and State of Virginia such as lobbying reports, charitable organization renewals, and corporation commission reports;
- Maintain controls of separation between the 501(c)(3) and 501(c)(4) entities;
- Manage end of calendar year income tax reporting requirements, ensuring the timely distribution of W-2 forms and accurate completion of 1099 forms;
- Prepare financial documents and records for external controller and audit firm during the annual audit process;

- Create intricate financial reporting templates and use them to prepare regular financial statements and investment reports;
- Work with the Director of Finance & Administration to enhance Boards' ability to fulfill their fiduciary responsibilities;
- Identify opportunities for improvement as the organization grows and implement solutions from start to finish;
- Create standards, trainings, and procedures to ensure staff adherence to ACLU-VA internal controls and finance policies while providing regular coaching across teams to meet 100% compliance; and
- Coordinate other financial duties as needed and assigned.

MINIMUM REQUIREMENTS

- Knowledge of generally accepted accounting principles and procedures and their application to basic accounting.
- Experience operating in a fast-paced and/or high-volume accounting environment.
- Experience analyzing financial information to draw conclusions.
- Experience exercising discretion and confidentiality with sensitive information.
- Proficiency with office technology and information systems, including online communications, word processing, spreadsheets, and accounting software (Quickbooks or similar).
- Willingness and ability to work beyond the normal workday, 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 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.
- Detail orientated with the ability to catch numerical errors others may have missed.
- 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, 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 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.