

GENDER / JUSTICE

Now Hiring

Finance and Administration Director

Reports to: Deputy Director
Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$90,000/year plus benefits.
Remote/hybrid during COVID-19; Office in St. Paul, MN.

To apply: Submit PDF resume and cover letter to [hiring@genderjustice.us](mailto: hiring@genderjustice.us). Applications will be considered on a rolling basis, with preference given to applications received by **November 21, 2022** – please apply before this date if possible. Include “Finance and Administration Director” in the subject line.

Organizations:

Gender Justice and Gender Justice Action are nonprofit legal, policy and political advocacy organizations based in St. Paul, Minnesota working to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. This is an exciting time at Gender Justice and Gender Justice Action as we expand our programs and build our team. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary:

The Finance and Administration Director is responsible for financial strategy and leadership, budget and financial analytics, program-specific financial management, as well as Human Resource oversight and administration. The Finance and Administration Director must be able to develop strategy as well as execute and deliver on the strategy. The Finance and Administration Director supervises and works collaboratively with the bookkeeper and the Operations Manager.

Overall Financial Management

- Serve as financial advisor to recommend and implement financial strategy, controls, policy and procedures.
- Perform all day-to-day and monthly accounting functions including, but not limited to account payables, account receivables, posting and tracking restricted donations, monthly reconciliations, and preparation of financial statements.
- Participate in board finance committee meetings, presenting financial reports in a clear and transparent manner.
- Coordinate the development of Gender Justice's annual budget and monitoring the budget-to-actual expenses on a monthly basis.
- Manage cash flow including cash flow forecasting.
- Ensure all accounting systems and procedures are in compliance with State, IRS, and other organization and regulatory requirements.
- Research and set appropriate financial allocations between 501(c)3 and 501(c)4 organizations as well as allocate shared expenses among programs.
- Assist in the preparation of the annual external audit and the IRS Form 990.
- Provide strategic planning and forecasting on financial matters, working with the Executive Director, Treasurer, Board of Directors, and other key staff to analyze current financial performance and project future needs.

Program and Grant Financial Management

- Prepare budgets and financial reports for grant reports and proposals. Track grant-related expenses, budget-to-actual to ensure program staff stay within grant budgets.
- Oversee legal program financials including tracking case-related costs, financial details in retainer and co-counsel agreements, preparing case cost and attorneys' fees reports and forecasts for legal team and the board, and quarterly case costs reports to clients.
- Support legal team in tracking time for capturing organizational investment in cases and documentation of attorneys' fees.

Human Resources Management

- In conjunction with the Executive Director, the Finance and HR Manager will develop, administer and maintain Human Resources policies and procedures and the Employee Handbook.
- Oversee and administer employee payroll and benefits, including overseeing the annual benefit renewal process.
- Oversee and administer the new hire paperwork and onboarding process for all new employees.
- Oversee and administer the employee separation paperwork and process.
- Assist management and employees through workplace employee relations issues as they arise.

Qualifications:

- Bachelor's degree in related field or two-year degree plus equivalent experience
- Five or more years senior level financial experience
- Experience in non-profit administration and finance; experience with small law firm finance is a plus
- Computer savvy and experience using accounting software and databases, including proficiency in QuickBooks and Excel
- Experience in HR oversight and administration preferred
- Commitment to our mission and values, which include racial, social, and economic justice
- Ability to think strategically about the organization, its mission, and financial strategy
- Ability to successfully execute and administer processes and procedures (i.e. ability to transition from strategy to tactical work and vice versa)
- A high level of independence and good judgment
- Strong organizational, project- and time-management skills
- Sense of humor and a commitment to a diverse, collaborative work environment

Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.