

## **Job Description: Finance Director**

Legal Council for Health Justice seeks an experienced and energetic full-time Finance Director to help our organization design, update, and integrate policies and procedures that will ensure effective financial management, mitigate risk, and align finance and operations with the overall mission. The Finance Director reports to the Senior Director of Finance and Operations.

The Finance Director is an experienced, collaborative, and organized individual who will provide analysis, planning, evaluation, design, and implementation of the non-profit's budget and financial management systems. Duties will also include creating program budgets, generating monthly financial reports, collaboration on annual budgeting, grant budgeting, budget forecasting, 5-year financial plans, and all financial audits. Successful applicants will possess analytical and advanced mathematical skills and be able to present complex financial data in an understandable way. They will need critical thinking to successfully create financial forecasts and contribute to planning and making recommendations about Legal Council's budget. They must also have extensive knowledge of non-profit accounting processes and best practices, including: establishment and oversight of fiscal policies, experience with government budgeting and grant compliance, preparing and analyzing financial reports, providing oversight of budget compliance, and ensuring accurate financial records in compliance with Generally Accepted Accounting Principles (GAAP).

## **About Legal Council for Health Justice**

Founded in 1988, Legal Council is a non-profit law office that finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. Legal Council's attorneys and legal advocates use a Medical-Legal Partnership model to provide legal services. We partner with safety-net hospitals, medical clinics, and social services agencies working with low-income communities to provide legal services.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, older adults, LGBTQ+ and veterans are welcomed and strongly encouraged to apply. Legal Council believes that having a diverse staff is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

The finance director will work in Legal Council's office in Chicago's Loop. Pursuant to Legal Council's hybrid work policies, the finance director may also be eligible to work remotely for up to three days a week, depending on schedule. This position provides opportunities for advancement and professional development.

## **Job Responsibilities:**

### **Financial Management and Oversight**

- Manage the financial reporting for the organization. This includes monthly financial reporting, annual budgeting, grant budgeting, budget forecasting, 5-year financial plans, and all statutory financial reporting
- Develop and implement accounting policies, and coordinate systems and procedures with other relevant team members

- Manage the external auditor relationship and oversee the preparation of annual audited financial statements and 990s
- Manage and oversee the cash flow activities of the organization
- Oversee monthly invoicing for all agency contracts including government and medical/legal Partnerships. Establish processes for invoice tracking and collections
- Prepare budgets and financial reports for grant applications and grant compliance
- In collaboration with Operations Team, oversee the monthly close process ensuring detail and accuracy of financial records including credit card charges, bank reconciliations, and donation tracking

### **Team Participation and Collaboration**

- Collaborates with relevant and appropriate team members to ensure consistency and cohesion in finance related data entry and reporting (i.e. operations team, senior leadership team, Data and Compliance manager)
- Communicate with Senior director of Finance and Operations and other relevant team members on monthly financials as necessary
- Collaborates with Executive Director and other relevant team members on budget forecasting, 5-year financial planning and financial risk management
- Create process for team members to enter financial data into system, so that financial information can be accessed with ease
- Participate in Semi-monthly Board of Directors meetings and collaborate with Board Treasurer in creating financial reports.
- Participate in monthly All-Staff meetings and in occasional staff gatherings

### **Job Requirements:**

#### **Knowledge, Experience and Competencies:**

- Strong interpersonal and collaborative skills
- Excellent organizational skills and attention to detail
- Strong math, analytical, and problem-solving skills
- Professional values include integrity, professionalism, and confidentiality
- Bachelor's degree in business, finance, accounting, or related field. MBA/CPA is a plus.
- Minimum of 5 years work experience in non-profit finance/accounting, including management of large government grants
- Hands-on experience with creating budgets and generating fiscal reports for overall organization and for its program areas
- Excellent knowledge of data analysis and forecasting models
- Advanced computer software skills such as Excel advanced tools and formulas, complex tables and charts and Quickbooks (preferred) or other financial software
- Demonstrated commitment to, and/or relevant experience with serving underrepresented and vulnerable populations including racial and ethnic minorities as well as those living with physical or mental illnesses and/or substance use disorders. Relevant experience includes not only professional work on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, racism and its consequences, public housing, special education, or other issues affecting our client population.
- Excited to work with staff and client community of diverse backgrounds.

### **How to apply:**

Email your resume, compelling cover letter, and three professional references to David Titus, [dtitus@legalcouncil.org](mailto:dtitus@legalcouncil.org) with subject line: Finance Director. No phone calls please.

**Salary:** Salary is commensurate with experience and will range from \$80,000+ depending on experience. In addition to the salary range listed, Legal Council offers a comprehensive benefits package that includes major medical, dental and vision; Generous Holiday and Vacation Paid Time Off; Sick Paid Time Off; Traditional 401k/Roth 401k with 2% employer non-elective match.

**Note:** We know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.

Submission Deadline: Open until filled.