

Finance Manager Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: National Latina Institute for Reproductive Justice is looking for a Finance Manager to join our non-profit organization. will support overall controllership at the organization. They will have accounting and financial experience, preferably from a Non-Profit background, and will be responsible for all day-to-day financial functions. This position will report directly to the Sr. Director of Finance, supervise our Grants Analyst, Finance Associate, and Bookkeeper as well as work closely with other department personnel. The Finance Manager must be a team player with good accounting, reporting, computer, communication, and analytical skills. The skills are needed to support the organization and provide recommendations to improve the prompt processing and accuracy of financial reports, budgets, forecasts, and data.

Location: New York City, Remote

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way.

Employee Status: Full Time, Exempt, 40 hours per week

Flexible 40 hours per week, typically Monday through Friday between 8am – 6pm EST

Responsibilities include (but are not limited to):

- Assist the Sr. Director of Finance in daily finance operations and supervision of a team of 3 staff members.
- Assist the Sr. Director of Finance as necessary to oversee all accounts, ledgers, and reporting systems ensuring compliance with the Financial Accounting Standards Board (FASB) and generally accepted accounting principles (GAAP).
- Maintain internal controls and safeguards for receipt of revenue, program budgets and actual expenditures.
- Streamline fiscal operations, developing systems, policies and processes that minimize the amount of effort required by staff to complete tasks such as expense reports and invoice processing, while maintaining appropriate internal controls.
- Prepare monthly journal entries in preparation of month-end financial reporting.
- Prepare a full set of monthly financial statements and help with quarterly reporting for Board of Director's meetings.

- Assist in the annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes.
- Assist with the preparation of documents/schedules and the coordination of the annual audit process; liaise with external auditors; assess any changes necessary.
- Maintains compliance calendar to ensure Form 990 and other required tax filings are on time and accurate.
- Effectively communicate and present the critical financial matters to the Sr. Director of Finance.
- Maintain depreciation and fixed asset schedules.
- Analyze and reconcile balance sheet accounts, including maintaining restricted net asset schedule.
- Support management of grants and contracts.
- Oversee the Finance Associate in preparing the 1099 functions including sending forms to vendors and IRS by the deadline.
- Supervising and supporting the professional growth and development of finance staff, including weekly check-ins.
- Support finance staff with finance responsibilities and lead the transitions and training related to finance systems and tools.
- Train non-finance staff in fiscal procedures.
- Perform other finance duties as required.

What You Will Need to Be Successful:

- At minimum, a Bachelor's degree in Finance or Accounting.
- Must have a minimum of 5 years' progressive related experience with Accounting, Payroll, Finance, Budgets, or related field.
- Proven leadership record, delivering improvement to systems preferred.
- Experience and strong knowledge of Sage Intacct.
- Ability to produce and explain financial data/reports.
- Nonprofit cost allocation and grant reporting experience or direct knowledge of how it is structured and runs.
- Proficient in Excel.
- High degree of attention to detail, strong time management and organizational skills.
- Ability to work independently and prioritize tasks.
- Strong analytical abilities.
- Fully fluent in both English and Spanish preferred.

Salary Range: \$85,000 - \$95,000 based on experience.
Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1000 towards professional/wellness development

Benefits: The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: Applicant – Finance Manager

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.