



Finance Manager Job Opening

FVAP is seeking a Finance Professional for a significant role on our Operations and Administration Team in support of social justice. The ideal candidate will bring unique skills and experiences that help to successfully manage FVAP's finances during a time of growth. We value diverse experiences and backgrounds. The immediate supervisor is the Executive Director.

About FVAP: Family Violence Appellate Project is the only organization in California and Washington State dedicated to empowering survivors of domestic violence with a second chance at justice by appealing court decisions on their behalf, for free. We are a 10-year-old nonprofit organization whose mission is to ensure the safety and well-being of survivors and their children. Our attorneys appeal and overturn court decisions that put survivors and/or their children at risk of ongoing abuse. By working at the appellate court level, our cases set legal precedent that helps thousands of survivors and kids. FVAP's clientele is very diverse, and we serve individuals and advocates throughout two states, including rural, suburban, and urban populations.

If you are interested in being part of an exciting resource for domestic violence survivors and advocates in California and Washington states, this is the place for you! Learn more at fvaplaw.org.

Essential Duties and Responsibilities: Duties include the following (other duties may be assigned):

- Financial Management (90%)
 - Work closely with Executive Director and Board Finance Committee Chair on all financial matters for the organization;
 - Ensure solid financial practices, internal controls, and compliance with funder requirements for a \$2.5 million organization;
 - Analyze strength of the organization's financial position and report to the Executive Director and Board of Directors;
 - Manage contract bookkeeper in making timely and accurate bookkeeping entries (income and expenses) into Quickbooks Online, and make bookkeeping entries directly as needed;
 - Lead monthly process of preparing the books for outside accountant to perform account reconciliations and generate monthly reports;
 - Lead coordination with the outside auditor and tax preparer annually;
 - Budgeting: Draft the organization's annual budget and proposed grant budgets, and work in collaboration with the Executive Director and Board finance committee on budgeting;
 - Manage monthly financial allocations of personnel time to restricted funding sources, including reviewing staff time entries for correct coding and managing personnel expense allocations to comply with grant budgets and requirements;
 - Perform monthly financial allocations of direct expenses to comply with grant budgets and requirements;
 - Compile and submit monthly, quarterly, and annual financial reports to funders;
 - Manage the organization's 401(k);
 - Manage the organization's bank accounts, including the CD investment account, recommending FDIC-insured investments to the Board's finance committee and executing investments;

- Ensure meticulous tracking and recording of all income received, including receiving and depositing checks received by mail and electronic revenue sources (e.g., Paypal);
 - Ensure documentation and proper approval of all expenditures;
 - Approve expenditure requests from staff in line with budget;
 - Provide finance information and support to program and development teams as needed;
 - Coordinate with development team to ensure correct accounting of donations; and,
 - Train the Board of Directors and staff on nonprofit finance.
- Operations & Administration (10%):
 - Support FVAP's operations and administration, working closely with Deputy Director and Operations and Administrative Team to identify needs of the organization, research and implement best solutions, systems and processes. Examples may include retirement plan, payroll service, insurance coverage and renewals, etc; and,
 - Manage regulatory filings in at least three states.
 - Review and analyze organizational policies and procedures and take initiative on creating and recommending new or amended practices for efficiency and to further organizational mission and goals.
 - Maintain confidentiality and respect for clients and employees.
 - Comply with all agency policies and procedures, including all health and vaccination policies including Covid-19 vaccination requirements.

Physical and Environmental Conditions

Performance of duties and tasks uses standard office equipment, including telephone equipment and computers. Work is performed inside with exposure to heating and air-conditioning. Driving or other travel may be required. **This position will be required to come into the office weekly; it is not open for fully remote work** – we are currently working in a hybrid model, requiring one day in the office and allowing some days working from home, with the option to work entirely in the office if preferred. FVAP is currently requiring all staff to be up to date with Covid vaccinations (or granted reasonable accommodation therefrom) and to follow additional Covid safety protocols.

Required Qualifications

- 2+ years of experience as a finance professional;
- Experience with databases, preferably Quickbooks Online and Paylocity;
- Proficiency with standard office computer programs and technology; extremely high proficiency with spreadsheet programs, preferably Microsoft Excel and Google Sheets;
- Commitment to working in an environment that prioritizes anti-racism, access, equity, and inclusivity and is actively working to implement and strengthen these priorities;
- Commitment to working on behalf of survivors of domestic violence and their children, and other forms of gender-based violence, though no specific experience in the field of domestic violence work is required;
- Knowledge of, or ability to learn proficiently and quickly, nonprofit finance principles;
- Ability to prioritize multiple projects effectively, with attention to detail; and,
- Ability to work independently and as part of a small, fast-paced team.

Preferred Qualifications

- 3+ years of experience as a nonprofit finance professional;
- Diversity of personal and professional experience;
- Knowledge of, or experience in, legal aid or other legal environments, or other nonprofit environments;

- An understanding of or experience working in domestic violence and/or gender-based violence fields;
- Past experience with government grants; and,
- Verbal and written communication skills.

Classification: The position is full-time, exempt, and at-will.

Compensation / Salary Range: Starting salary depends on relevant experience and will be commensurate with comparable nonprofit development positions in Northern California or Seattle, Washington. The salary range for a candidate with **2-5 years of relevant experience is expected to be between \$85,000 – \$96,000**. A candidate with relevant experience above that level may be eligible for a higher salary. A 10% locality pay adjustment will be applied if the candidate is located in Seattle.

FVAP offers a generous benefits package, including subsidized health, dental, vision, life, and AD&D insurance; 401(k) retirement plan with 3% employer match after 1 year; FSA plan for commuting, parking, health, and dependent care expenses; Long-term disability; Employee Assistance Plan and travel assistance; 3 weeks paid time off/year, with longevity increases; 13 paid holidays/year; 40 hours paid sick leave, plus additional accrued sick leave; and paid continuing education.

Location: FVAP's offices are located in downtown Oakland, California, convenient to multiple bus lines and BART, and Seattle, Washington. There is a preference for a California hire but outstanding candidates in Seattle can be considered. Our Washington staff is currently working out of a space in Pioneer Square, with the expectation of having office space in the Seattle area long term.

To Apply: A resume is required for initial application, and a cover letter is strongly encouraged to support your application materials. If a cover letter is not provided with the initial application, and you are asked to interview for the position based solely on the strength of your resume, you will be required to provide a cover letter prior to the initial interview. If you are invited to a second interview, three references will be required prior to that interview.

Please email your application materials (resume and any supporting documents including cover letter or references) directly to Monica LaBoskey at jobs@fvaplaw.org. *(Email is strongly encouraged instead of applying through a jobs or other site.)*

Your cover letter should speak to: 1) why you are interested in working at FVAP; 2) how your background or experiences, professional or otherwise, have prepared you to contribute to our work and perform the required and any preferred qualifications; and, 3) how your background or experiences, professional or otherwise, have prepared you to contribute to our commitment to diversity and cultural responsiveness amongst our staff. Feel free to think broadly about your response to these questions, applying various aspects of your life and personal experiences.

Application deadline: Review of applications will begin October 24, 2022 and will continue on a rolling basis until the position is filled. The preferred start date is December 1, 2022.

FVAP is an equal opportunity employer and is committed to maintaining a diverse staff and providing culturally responsive services. Individuals of all races, ethnicities, national origins, religions, ages, sexes, sexual orientations, and gender identities, as well as disabled persons, survivors of domestic violence, candidates from traditionally underrepresented communities and historically oppressed groups, multilingual and multicultural candidates, and those who are the first in their family to complete college or graduate school, are encouraged to apply.

Thank you for your interest in FVAP!