People and Finance Manager (HR/Accounting/Operations)

Imagine LA is a dynamic and growing non-profit organization with 13 staff members. Formed in 2006, we mobilize the community to end the cycle of family homelessness and neglect and build pathways out of poverty through our unique whole-family mentorship model. Our model works with highly vulnerable families exiting homelessness (and emancipating parenting foster youth) and supports them as they build the skills, habits, and relationships to thrive long-term.

Imagine LA’s Family Empowerment & Mentorship model begins after a family has been placed in permanent housing. Each family is matched with a Masters-level social worker on Imagine LA’s staff called a Family Team Manager (FTM) and a team of trained volunteer mentors for 12-18 months. The FTM and the mentor team provide relationship support and resources to assist with life skills, financial wellness skills, employment and career development, and educational goals. Consistent mentorship, friendship, and encouragement for every member of the family helps the family maintain housing, increase stability, and thrive.

Imagine LA is a smart, collaborative, and passionate environment that combines the best practices of business and social services. We value empowerment, relationships, collaboration, innovation, diversity, efficiency, and communication.

The People and Finance Manager reports to the Associate Executive Director (AED). People and Finance Manager is responsible for three major components: Human Resources, Finance support and Operations Management. The position provides a valuable growth opportunity for an enthusiastic, detail-oriented, and motivated individual who thrives on multitasking with potential to grow into a Director level position.

Primary Responsibilities:

- **Human Resources:**
  - Supports in developing and executing personnel procedures and policies, providing guidance, maintains records, and interpretation for business operations
  - Leads talent acquisition, recruitment processes, employee onboarding experience and employee benefits administration
  - Oversees performance evaluation program and maintains the employee handbook
  - Assists and provides guidance in employee relations counseling, staffs the HR/Personnel board committee and oversees exit process
  - Ensures legal compliance of applicable state and federal employment laws, and updates policies and/or procedures as required
  - Manages staff wellness, health and safety, professional development or uniquely collaborative culture!

- **Finance Responsibilities:**
  - Key member in managing organizational budget and finance committees
  - Supervises the tracking and reconciliation of company credit cards and other expenditures
  - Directs contracted vendors and invoices
  - Tracking and processing of donations and deposits
  - Helps Accounting consultant with resolving discrepancies and audit preparation
• **Operations Management:**
  o Manages the Executive Assistant to have a welcoming environment and office Administration: equipment, mail, donations, supplies, safety plan, etc.
  o Operations liaison with Directors and AED/CEO
  o Oversight of satellite offices operations: Home office, South LA, and West LA (in 2021)
  o Completion and maintenance of centralized Standard Operating Procedure Manual in T-drive
  o Directs building facilities, utilities, and parking operations

• **In Addition:**
  o Participates in/contributes to staff meeting and board meetings as needed
  o Recommends new approaches, policies and procedures to continually improve efficiency of the agency and services performed
  o May be required to perform other related duties as assigned.

**Job Requirements:**
- Bachelor’s degree or significant experience required
- Minimum of 5+ years’ experience in office and/or HR and Finance roles
- HR certification or ability to work towards a certification required
- Understands budgets, nonprofit accounting, payroll and QuickBooks
- Experience in leading staff in meeting agency goals and professional development
- Strong skills in Microsoft suite, (Outlook, Word, Excel), Adobe, PM tools and Google GSuite
- Collaborative, strong work ethic, detail-oriented, professional attitude, self-motivated, excellent with people, proactive and punctual; thrives on assisting people get prepared and organized
- Appreciates and enjoys promoting a friendly and efficient work environment
- Open to coaching and receiving feedback, and willing to give it!
- Ability to juggle multiple projects and deadlines, thrive on problem solving and challenges
- Passion for the organization’s mission and deep interest in being an integral part of the Imagine LA team
- Owns reliable transportation and possess a valid CA driver’s license (mileage reimbursed)

**Pluses:**
- Food and coffee love and knowledge (we really like drinking coffee and eating. No, really).
- Sense of humor – please find bad jokes funny
- Ability/willingness to bake banana bread (store bought also acceptable). Also, please be ready to enjoy eating banana bread (see first bullet).

**Compensation:**
Full Time exempt with benefits. Full-time employee benefits include health insurance, vacation and sick leave, holidays and retirement plan. Salary based on experience. Employment with Imagine LA is contingent on completion of satisfactory background and reference check. Parking/transit pass provided and mileage reimbursement.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain nor be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Imagine LA is an equal opportunity employer.

**To apply:** Please email cover letter and resume to jobs@imaginela.org.