Finance Manager

Justice At Last is the only independent, nonprofit law firm in the San Francisco Bay Area exclusively serving the legal needs of survivors, regardless of their age, gender identity, nationality or type of trafficking. Justice At Last provides free legal representation that emphasizes dignity and is survivor-centered, culturally sensitive, trauma informed, and rights-based. The Justice At Last team includes advocates and activists from the social justice and human rights community who collectively have decades of experience providing support services and fighting for the rights of trafficked survivors. If you are looking for an opportunity where you can contribute to a greater cause, your talent and skills will be recognized, and you will be constantly challenged to grow, then join our team today!

Job Description

The Finance Manager is a newly created position, and a successful candidate will play a critical role at Justice At Last’s development and implementation of our finance structure. Amid significant organizational growth, Justice At Last is seeking a mission-driven and financially savvy Finance Manager to join the team. They will serve as a thought partner to the Executive Management team and the Board in stewarding Justice At Last’s resources.

They will be an experienced and strategic professional who thrives on thoughtfully developing and growing a solid fiscal infrastructure. They will be responsible for all finance, budget and reporting activities including financial forecasting and planning. They are a highly collaborative leader who is also detail-orientated and will work to identify and implement sound fiscal policies and solutions to ensure fiscal compliance and accountability for the entire organization. The ideal candidate has experience with nonprofit bookkeeping and accounting, grant and budget management, possesses strong communication skills, and has a high level of comfort with technology. This position requires strong writing, data analysis, program budgeting and project management skills.

Responsibilities include:

Accounting and Financial Management

- Support the management of financial resources and oversee day-to-day financial processes to ensure that Justice At Last’s teams are well-equipped to make value driven decisions.
- Participate and lead in fiscal planning, overseeing payroll, preparing monthly contract billing, generating and tracking grant invoices, coordinating month-end closing process, managing accounts payable and accounts receivable in a timely manner.

Financial Leadership

- Generate, present, and interpret financial reports to management and to the Board of Directors.
- Collaborate with Executive Management team in assessing the efficacy of internal financial policies and procedures and recommend and draft them, as needed.

Organizational Leadership

- Lead long-range financial planning.
- Initiate and convene inter-department meetings as needed.
Qualifications

- Minimum three years of experience, ideally at least one year in nonprofit finances and/or accounting.
- Knowledge of finance and accounting functions and principles, particularly familiarity with nonprofit finance principles, including the ability to read and present budgets, financial statements, and balance sheets.
- Experience with Quickbooks and MS Office Suite, in particular advanced skills with Excel
- Understanding and working knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience with governmental grants invoicing, vendor communications, and coordinating financial systems.
- Knowledge of budgeting and expense tracking for non-profit organizations, including tracking, coding, and revenue/expense forecasting.
- Working knowledge of fiscal compliance requirements of government funds, strongly desired.
- Able to work independently and as part of a team.
- Willingness to abide by and support the mission and philosophy of Justice At Last.

Job Type

The Finance Manager position is an at-will, salaried, exempt, full-time position with benefits. Salary range is $72,000 to $80,000 depending on experience. Justice At Last offers a competitive benefits package to its full-time employees, including employee health, vision, dental, chiropractor, acupuncture, life insurance, EAP, paid holidays, vacation and sick time, and the option to enroll in a 403b retirement fund. This position is hybrid, with requirements to meet at our satellite offices located throughout the Bay Area for various meetings. There will be times when the position may be required to work in the evenings, on weekends, and at outward-facing public events, and may be on call during office closures. The Finance Manager reports to the Executive Director and serves on the management team.

Justice At Last has a Vaccination Mandate Policy and proof of a COVID-19 vaccination or a reasonable medical or religious accommodation must be provided on hire.

To apply please email the following to opportunities@justiceatlast.org:

- A thoughtful cover letter outlining your interest in this position and how your qualifications align with the above requirements and our mission
- Salary requirements
- Current resume

We strongly encourage individuals from traditionally underrepresented communities to apply. Justice At Last is an Equal Opportunity Employer committed to diversity and encourages survivors of human trafficking to apply for all employment opportunities. Justice At Last does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal justice system, or any other basis prohibited by law. For this position, the candidate must not have been a client of Justice At Last within the last two (2) years.