



Director of Finance Position Description

Job Title: Director of Finance

Report To: President & CEO

Job Type: Full-time, Exempt, salaried with competitive benefits

Location: Chicago, with some remote work and some work in various US and global markets; Candidate must reside in Chicagoland area and occasionally report to on-site location (in person)

Total Compensation: \$75,000 to \$90,000 annual salary with competitive benefits, based on experience

Timeline: Position posted Tuesday, May 30, 2023; Position will stay open until filled by excellent candidate

Email Cover Letter and Resume To: careers@equiticity.org

Important submission instructions: Include in the email subject line: "Director of Finance"

About Equiticity:

Become a part of The Equiticity Racial Equity Movement.

Equiticity is a racial equity movement, operationalizing racial equity by harnessing our collective power through research, advocacy, programs, Community Mobility Rituals, and social enterprises, to improve the lives of Black, Brown, and Indigenous people in our society.

Equiticity is more than an organization, we are a movement working to wholesale transform our society and create liveable neighborhoods and cities for racially marginalized communities. We are delivering both innovative programming and transformative policies at the local, regional, and national levels to achieve our vision and realize our mission.

Equiticity is a place to explore inherent potential, crush perceived boundaries, and achieve what others consider impossible. Our movement is looking for people who are ready to grow, think, collaborate, dream, create, and lead. Our culture thrives by embracing creativity, innovation, and imagination. Our team seeks leaders, visionaries, and boundary pushers. At Equiticity, we value each person bringing their authentic selves and their sharpened skills, along with their passion for challenging the status quo in our society.

About the Position:

Equiticity is looking for a dynamic individual to serve as the Director of Finance for our nonprofit organization and leading our accounting and related fiscal practices. The Director of Finance's role is to ensure the fiscal integrity and financial compliance of Equiticity, as it continues to work towards advancing racial equity for Black, Brown and Indigenous people in Chicago and across the US. The position is responsible for the timely and accurate entry of all financial transactions into the accounting systems and related spreadsheets, managing all accounting activities, related contracts, and accounting systems with general supervision. This position will serve on Equiticity's Senior Leadership Team and take responsibility for leading the organization's accounting, fiscal, compliance, audit, reporting, and budgeting processes.

The Director of Finance focus areas include, but are not limited to:

- Driving the financial planning of the organization by analyzing our fiscal performance and related risks.
- Retaining constant awareness of the organization's financial position and acting to prevent problems.
- Setting up, refining and overseeing Equiticity's finance and accounting system.
- Establishing systems for grant management, including budgeting, expense tracking, reporting, etc.
- Establishing systems for timely, accurate government and compliance reporting.
- Owning effective execution of all financial management activities.

The Director of Finance's duties include, but are not limited to:

1. Budgeting/Fiscal Vision & Strategy
 - a. Demonstrate the highest standards of personal and professional integrity, adhering to policies and procedures, and complying with all applicable laws, government rules and regulations
 - b. Lead fiscal year budgeting process and year-round monitoring
 - c. Lead collaboration and planning for fiscal management
 - d. Educate Senior Leadership Team members on grant reporting/compliance best practices, including large government grants
 - e. Research, prepare, and lead tax compliance and all related government reporting
2. Payroll
 - a. Manage and run payroll on a bi-weekly basis
 - b. Troubleshoot and resolve any emerging issues
3. Accounting
 - a. Manage all finance and accounting functions

- b. Perform all accounts payable and administrative duties complying with generally accepted accounting practices for IRS 501(c)(3) nonprofit accounting, internal controls and follow organizational accounting policies and procedures
 - c. Oversee accounts payable process from data entry through payment generation
 - d. Manage accounts receivable from billing/invoicing through cash posting/collections
 - e. Post journal entries and review general ledger accounts
 - f. Coordinate period-end financial activity
 - g. Prepare bank reconciliations and general ledger accounts
 - h. Answer accounting questions by interpreting data
 - i. Organize and update general ledger account reconciliations
 - j. Oversee AP/AR, ensuring accurate processing of invoices
 - k. Ensure banking accounts are current and reconciled monthly
 - l. Coordinate monthly credit card processing
- 4. Reporting & Auditing
 - a. Design and deliver all necessary financial reports to the President & CEO and Board of Directors
 - b. Complete all 1099s and other required reporting
 - c. Complete ad hoc reporting and analysis
 - d. Engage and manage external auditors and the annual auditing processes
 - e. Prepare documentation for external auditors
- 5. Internal collaboration
 - a. Determine and establish teaming structures with appropriate Equiticity leads to monitor fiscal processes and benchmarks across focus areas and functional areas

Qualifications and Necessary Experience:

- Bachelor's degree or Master's degree in Accounting plus 3 to 5 years as a Staff Accountant or a more senior accounting position, preferably with a nonprofit organization, or equivalent skills and experience required
- Certified Public Accountant designation or equivalent experience serving in a leadership position with increasing senior responsibilities
- Experience gathering and evaluating financial information and making accounting recommendations to senior leadership
- Experience inputting and processing journal entries into a computerized accounting system, as well as an excellent understanding of general accounting principles and practices
- Ability to analyze and reconcile balance sheet accounts and bank statements
- Excellent skills with regards to accounting software, Quickbooks Online, Microsoft Excel, and other related computer programs
- Must be professional, analytical, detail-oriented and have excellent communication skills

- Demonstrated commitment to racial equity and mobility justice, a passion for our mission, and a record of accountability to racially marginalized communities
- Experience managing time effectively and multi-tasking
- Ability to work in a fast-paced, remote environment with a high degree of autonomy, organization, self-direction, and self-motivation
- Effective with collaborating across the organization and a range of staff and cross functional teams when needed to accomplish fiscal goals and related projects
- Comfortable in an environment experiencing accelerating growth and a sense of urgency in the need to create new accounting and budgeting systems

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Equiticity is committed to employing a diverse workforce and strongly encourages Black, Brown, and Indigenous people to apply. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.