



## Position Announcement: Finance & Administration Manager

Full-Time, Permanent, D.C.-Based with Limited Remote Work Flexibility

Expected Start: April 2023 | Starting Salary: \$72,000-\$80,000

The [Washington Legal Clinic for the Homeless](#) – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire a **Finance & Administration Manager** who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic’s mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients’ goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services. Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The **Finance & Administration Manager** will provide financial and administrative leadership to the organization by coordinating all financial, administrative, and human resources systems. Reporting to the Executive Director, they will lead all day-to-day finance and admin operations of a \$2+ million organization including functional responsibility over accounting, accounts payable/receivable, payroll, benefits, tech, and logistics. The Manager will work with program leaders and staff to ensure that WLCH has the systems and procedures in place to support effective program implementation and contributing to flawless audits. They will also be a crucial steward of the Legal Clinic’s culture and values, working consistently to live out and center racial equity across internal systems, policies, and processes.

### You could be our next Finance & Administration Manager if you have:

- 4-7 years of experience in accounting, human resources, office administration, and/or organizational development.
- A track record of success in budgeting, accounting, money management, and human resources, and have grown in levels of responsibility.
- Working knowledge of nonprofit GAAP best practices and well-versed in QuickBooks and Excel.
- Experience in a detail-oriented position that required organizational skills employed with emotional intelligence.
- Unquestionable personal and professional integrity and unwavering commitment to equity.
- A customer-service mindset valuing a daily presence and open-door policy among all staff.
- A recognition of the importance of “back office” operations, pride in providing administrative support for the organization, and a willingness to step up when needed.
- A commitment to social and racial justice.

## Responsibilities

- Coordinating financial operations: accounting, accounts payable/receivable, vendors
- Monitoring and managing the company's banking relationships, cash flow, and forecasting
- Drafting reports and analysis for financial accountability and budget projections for Executive Director and Board, such as profit/loss, balance sheet, revenue, and cash flow reports; assembling project/grant specific reports as requested
- Managing impact tracking and assisting with foundation grant reporting
- Assisting the Executive Director's work with the Board Finance Committee, including creation of annual budget
- Providing reports and staff support to the auditors for the annual audit and filing of IRS Form 990
- Overseeing the HR administration of the organization including payroll, timesheets, benefits, onboarding, and offboarding
- Facilitating the hiring process
- Coordinating phones, equipment (copier/postage), IT (through supervision of part-time contract IT consultant) and organizational insurance; assisting with office operations and building/landlord relations
- Coordinating our state nonprofit registrations
- Providing accounting support to the Development Team and Board Fundraising Committee

**Working Conditions:** The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work remotely some days, the Finance & Administration Manager is expected to be in the office on a regular basis. Proof of vaccination is required to initially enter the building and masks are worn in office common areas.

**Salary:** Initial compensation for a candidate who meets all qualifications above – required and preferred – will be in the range of \$72,000 to \$80,000. The Legal Clinic offers excellent benefits including 100% paid platinum health plan for you, your partner, and dependents – as well as 100% paid dental and vision plan and retirement contributions. In addition, generous time off including two-weeks of vacation (to start) plus the last week of the year, three days at Thanksgiving, Emancipation Day, and all federal holidays.

**To Apply:** Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Finance & Administration Manager" in the subject line. *We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community.* Interested persons are encouraged to apply immediately. First round of interviews will be taken from applications received by March 1, but interviews will continue until position is filled

*The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply.*