

Employment Opportunity

Position: Finance Director
FLSA Classification: Exempt/ Full Time
Location: Aurora, IL



Application Deadline: Continuous until position is filled

Program Description: Mutual Ground, Inc. (MGI) is a nonprofit organization providing domestic and sexual violence programming that focuses on prevention, intervention, and on-going services in Southern Kane and Kendall Counties.

Job Summary

Responsible for all finance and accounting-related activities of the organization; serves as financial advisor to Mutual Ground, Inc., provides financial analysis, budget control, and operational direction; oversees all fiscal, payroll, and risk management.

Qualifications

- Master's Degree or equivalent experience
- Extensive experience in all aspects of financial management for a non-profit organization with 15+ multi-funding sources
- 60-hr D/SV training (Can be obtained after hire)
- Excellent organizational skills and detail-oriented
- Working knowledge of all statutory, regulatory, or other financial requirements of multi-funded grants to ensure that general accepted principles of accounting are applied, and that financial standards and procedures that meet the funding agency's financial policy standards and grant conditions are met.
- Experience in nonprofit accounting, business, and financial management, and a proven record of managing grants from multiple sources
- Able to produce high quality work, set priorities and meet deadlines
- Possess in depth knowledge of financial spreadsheets and database applications related to budgeting, payroll and other functions

Examples of Duties

- Implements and oversees all financial operations to ensure quality and to see that financial regulations are met.
- Manage financial resources and conduct resource planning for future needs
- Ensure that agency financial management procedures align with Generally Accepted Accounting Principles and all other regulatory guidelines as they apply to funding sources, grants, and applicable laws
- Project revenue and expenses and develops budget models to guide programming
- Monitor inventory of agency equipment
- Work with Grants Manager to prepare budgets and fiscal reports for funders
- Oversee payroll function
- Develop and manage systems to track performance against budget, restricted funds, and provide analysis and reporting to Executive Director, Finance Committee, Board of Directors and funders while ensuring integrity and accuracy of the financial information

- Provide analysis and prepare reports throughout the year to track actual expenses and revenues relative to budget.
- Provide leadership and direction in operational matters that are affected by the agency's financial situation
- Prepare tax Form 990 with the auditors
- Prepare for and work with outside auditing firm once per year – go out to bid every three years
- Provide regular financial reporting to the Executive Director
- Responsible for daily financial transactions, fund accounting, audits, budget development and oversight, monthly financial reports, and the design and implementation of internal controls.
- Prepare fiscal documents for grant funders
- Design and manage systems, policies and processes that provide for accurate, transparent and timely financial reporting
- Assist Executive Director with cash management, cash flow forecasting, oversight of bank balances, CD maturity dates, liquidity planning, and investing

Working Conditions

- Standard office environment
- Tasks may involve standing and sitting
- Some weekend hours may be needed off site

How to Apply

Submit a cover letter and resume to Michelle Meyer, Executive Director, at mmeyer@mutualground.org. MGI is an Equal Opportunity Employer. Selection will be solely based on merit and will be without discrimination based on age, race, sex, religion, national origin, marital status, sexual orientation, gender identity or expression, or mental or physical disability