



The Women's Legal Defense and Education Fund

Job Announcement

Job Title: Director of Finance
Department: Finance and Administration
Reports To: President/CEO
Employee Class: Part-Time, Exempt
Date: January 2023

Position:

Legal Momentum® (LM) is the longest-serving non-profit legal organization dedicated to advancing the rights of women and girls by using the power of the law and innovative public policy.

LM is seeking a Director of Finance as a part-time employee (21 hours per week). The Director of Finance is responsible for the following financial functions: accounting and finance, budgeting and reporting, compliance, and contracts. This is a key staff position responsible for financial presentations to the Board of Directors and staff support to the Budget, Planning and Finance Committee, and Audit Committee of the Board.

Key Responsibilities:

- Manage the financial staff and Office Manager. Review, revise, approve and maintain internal financial systems, accounting procedures and controls, oversee all financial management, and compile and consolidate financial and accounting information.
- Review and manage cash flow and budget. Produce monthly financial statements, including Statements of Financial Position, Statements of Activities, Statement of Cash Flows, Statement of Functional Expenses, Rolling Forecast, Net Asset Roll Forward Schedule. Manage and forecast both short- and longer-term cash needs of the organization. Assist President/CEO with developing annual and program budgets.
- Review and reconcile quarterly payroll tax reports with general ledger payroll expense.
- Maintain and reconcile all bank accounts, journal entries and general ledger. Make any necessary monthly journal entries, including depreciation, recognition of prepaid expense, accruals, reversal of accruals, reclassifying of expenses or income, etc.
- Coordinate YTD results and variance reporting processes for each department; provide and interpret monthly reports on fiscal activity, including budget/actual results, expenditures by department, variance analysis, grants, and revenue collections.
- Review, reconcile and post donations monthly with Development Department. Ensure pending pledges' collectability status and ensure Development Department retains proper supporting documents.
- Manage donor reporting, including government grants and related audits, negotiations, and compliance issues. Ensure proper revenue recognition, record keeping, funder-required financial reporting, and appropriate release of temporarily restricted funds.

- Manage, monitor and/or review all expenses, reimbursements and fund requests, incoming/outgoing invoices, petty cash fund, and oversee all expense allocations.
- Manage investment schedules and entries, and report on portfolio performance. Monitor and make recommendations for asset retirement and replacement.
- Review all contract files and all state registration filings prepared by outside consultant.
- Coordinate annual external audit of financial statements and reports under OMB Circular A-133.
- Coordinate preparation of the IRS Form 990.
- Supervise issuing 1099's to vendors at calendar year end.
- Manage compensation and benefits administration, including processing of benefit applications, coordinating benefit enrollment, and handling associated correspondence.
- Other duties as assigned.

Qualifications:

- Minimum 10 years relevant experience, including supervising an accounting and finance department, and experience at a not-for-profit organization.
- BS/BA in accounting required. Relevant advanced degree preferred (CPA).
- Strong knowledge and understanding of accounting and internal control requirements.
- Proven ability to analyze, interpret and communicate financial statements, budgets, and forecasts to diverse audiences, including the Board of Directors.
- Technical proficiency in accounting systems (QuickBooks experience is highly preferable) and Microsoft Office software (Excel, Word, and PowerPoint).
- Outstanding ability to manage time and effectively deliver on multiple priorities in a complex environment.
- Demonstrated ability to deliver high-quality work with extraordinary attention to accuracy and detail.
- Well-honed problem-solving skills and ability to communicate proactively and effectively, be flexible, and revise priorities and/or propose creative solutions, as necessary.

Compensation:

Salary \$45k-\$50k commensurate with experience. This part-time position offers benefits.

Location:

This is a hybrid position with one day per week at headquarters located at 32 Broadway, Suite 1801, New York, NY 10004.

Application Procedure:

- Interested applicants should send a cover letter, resume, and three references to careers@legalmomentum.org with “**Director of Finance**” in the subject line.
- Applications will be considered on a rolling basis until the position is filled. Early applications encouraged.
- Only complete applications will be considered.
- Only those applicants who are selected for an interview will be contacted.
- Initial interviews will take place virtually and/or by telephone.

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Legal Momentum is an equal opportunity/affirmative action employer and encourages applications from all qualified candidates, regardless of gender, race, color, religion, national origin, or sexual orientation.