



JOB DESCRIPTION

Job Title:	Finance & Operations Manager
Classification:	Full-time, Salaried, Exempt
Department:	Administration
Reports To:	VP of Finance & Operations
Compensation:	Starting salary between \$60,000-65,000; comprehensive benefits package
Work Setting:	In-person

About The Concilio: Since 1981, the mission of building stronger communities by unlocking opportunities for Latino families has continued and has evolved into culturally competent direct programming paired with a grassroots outreach model, historically reaching more than 80,000 individuals. We provide 14,000 individuals each year with high-impact health and education programming and wrap-around services to address immediate and critical needs. While The Concilio is recognized as a thought leader for the Latino community, our success has positioned us as experts in providing equitable services to all underserved communities. We understand how to deliver culturally competent, highly effective communications, allowing us to gain the trust of hard-to-reach families and individuals from all underserved and underrepresented communities.

Culture and Values: The Concilio seeks to create a positive work environment where all employees can thrive, reach their full potential, and maximize their contributions. We are committed to our employees' dignity and well-being and make every effort to provide all employees with a safe and professional work environment. As a team, we are committed to our core values of humility, innovation, integrity, accountability, and optimism.

Position Summary: The Finance & Operations Manager assists the VP of Finance & Operations in ensuring the organization's strong financial position by accurately recording and reporting all financial activities and data. This person has financial acumen and understands GAAP standards and practices. They are a strong communicator, take the initiative, and require limited supervision or support to fulfill their responsibilities. Additionally, this person is eager to help fulfill the organization's mission by supporting various operations functions.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Finance and Accounting

- Manage accounts payable, ensuring timely payments to all vendors; help manage vendor relationships, contracts, renewals, etc.
- Manage accounts receivable, ensuring the organization receives grant payments and program service fees in a timely manner and following up on all past due invoices
- Track spending and allocations against grant restrictions; account for in-kind gifts
- Perform other critical accounting tasks, including tracking assets and depreciation, following accounting schedules, running adjusting journal entries, etc.
- Manage vendor relationships and represent the company well to vendors, partners, and donors

Financial Planning and Reporting

- Assist with creation of the annual budget and develop project budgets as needed for programming and fundraising purposes
- Assist with annual audit, 990, and 1099 preparations
- Assist with forecasting and reporting financial performance measures and dashboards

Financial Compliance and Controls

- In partnership with the VP of Finance & Operations, ensure compliance with government and donor regulations
- Help maintain internal financial-management policies and controls across the organization; provide strategic recommendations for improving financial systems and processes

Payroll and HR Support

- Run biweekly and off-cycle payrolls
- Assist with employee onboarding; train new staff on expense reporting, reimbursement, timesheet, and other finance-related tasks
- Input employee information into HR platform, including hiring and termination requests, position and salary changes, etc.
- Assist with benefits administration and the management of personnel records

General Administration

- Manage special projects that develop strong infrastructure to support every part of the organization to further the mission

- Support the office coordinator in maintaining an inviting office environment and assist team members with office technology

Other Duties

- Perform other related duties as assigned to support the department and organizational goals

Qualifications: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements described here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Believes in The Concilio's mission and embodies The Concilio's values
- Solid understanding of nonprofit finances and accounting; GAAP
- Minimum of three years in a similar role with significant bookkeeping responsibilities
- Proficiency in QuickBooks Online and Microsoft Excel
- Excels at using technology; can effectively troubleshoot issues and train others
- Quick learner and capable of managing various projects and tasks concurrently and independently
- Excellent judgement and discretion, attention to detail, problem solving, and initiative
- Strong verbal and written communication in English; bilingual in Spanish preferred
- Degree in accounting, finance, or business or comparable work experience is required

In addition to the above qualifications, this role requires occasional local travel and may require out-of-area travel up to twice per year. This role requires regularly lifting and/or moving items up to 10 pounds and frequently lifting and/or moving items up to 25 pounds.

To Apply: Please complete this [application form](#) and submit your resume according to the instructions provided at the end of the form. Applications will be reviewed on a rolling basis until the position is filled.

At The Concilio, it is our priority to cultivate a diverse and inclusive workplace. We are committed as individuals, as an organization, and as fellow humans, to advocate for and support our employees, our members, and our communities. We are proud to be an equal opportunity employer, and we do not discriminate based on sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.