

DIRECTOR OF FINANCE
LEGAL AID OF WESTERN MICHIGAN

Legal Aid of Western Michigan (LAWM) is a nonprofit law firm providing free civil legal services to low income persons and seniors in a wide variety of poverty law areas such as housing, consumer, family law and public benefits. LAWM serves 17 counties in Western Michigan from five regional offices in Grand Rapids, Kalamazoo, Muskegon, Holland and St. Joseph.

The Director of Finance reports directly to LAWM's Executive Director and is a member of LAWM's Executive Team. The Director of Finance assists in the overall administration of the organization and is responsible for managing accounting, finance, and grant compliance, as well as implementation of accounting policies and procedures to support the financial health and integrity of the organization. The Director of Finance works closely with and manages LAWM's full-time bookkeeper. This position works out of LAWM's Administrative Offices in Grand Rapids.

Our next Director of Finance will not only possess the qualifications outlined below. They will also join us as a colleague who cares about making change in West Michigan's most vulnerable communities. They will understand the tie between their work and our mission. If this sounds like you, please keep reading and then apply for the job.

Responsibilities of the Director of Finance include:

- Creating and monitoring the organization's \$4 million+ annual budget, program and project budgets;
- Preparing monthly financial statements for the Executive Director and periodic financial reports for the Board of Directors;
- Preparing budgets for grant requests, monitoring expenses, and ensuring program compliance with grant reporting and other requirements;
- Preparing grant reports by collecting, analyzing and summarizing information from LAWM's automated accounting and case data management systems;
- Developing, recommending, documenting and evaluating all bookkeeping functions and internal control procedures;
- Coordinating LAWM's annual independent audit and serving as point person for information requests;
- Assisting with the preparation of LAWM's annual Form 990;
- Processing payroll, monitoring employee benefits, and performing related human resources functions;
- Maintaining financial, grant and personal files in a neat and orderly manner;
- Procuring, managing and monitoring all program insurance policies including general liability, property, professional liability and workers compensation;
- Providing analysis of management decisions before and after implementation.

Qualifications:

The ideal candidate for this position would possess:

- A bachelor's degree in business, accounting, finance or a related discipline;
- A minimum of three years' experience with increasing responsibility in a nonprofit organization;
- Experience in an OMB A-133 environment is preferred;
- Demonstrated ability to work independently and as part of a team;
- Demonstrated ability to learn quickly and manage a significant workload;
- A positive attitude, significant initiative and attention to detail;
- Excellent organizational, communication and interpersonal skills;
- Ability to maintain the strictest level of confidentiality;
- A high degree of computer proficiency including Office 365 and Excel.

Benefits:

This is a full-time position with a salary from \$55,000 depending on experience. LAWM offers a generous health plan, 403(b) contribution, and a vacation/sick leave package.

LAWM is an equal opportunity employer and encourages persons of color and persons with disabilities to apply.

Please send resume and cover letter to Executive Assistant, Julia Smith at: jcsmith@lawestmi.org or apply online at <https://lawestmi.org/careers>.