



LEGAL AID OF WESTERN MICHIGAN

Director of Finance Grand Rapids

Who We Are: We are a non-profit law firm that proudly delivers free legal assistance to communities in 17 Southwest Michigan counties, with offices in Grand Rapids, Kalamazoo, Muskegon, Holland, and St. Joseph. We protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families. Our civil legal work involves eviction defense and preventing homelessness, securing independence and safety for survivors of domestic abuse, ensuring that people have the basic income they need to meet the necessities of life, and more. LAWAM is an equal opportunity employer, and we seek to build a diverse and inclusive team in order to best meet the needs of our client communities.

Position: The Director of Finance reports directly to LAWAM's Executive Director and is a member of LAWAM's Central Administrative 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 supervises LAWAM's full-time Bookkeeper. This is an onsite position working in LAWAM's Central Administrative Offices in Grand Rapids.

Responsibilities:

- Creating and monitoring the organization's \$7 million+ annual budget, as well as program and project budgets for over 25 individual grants
- Preparing monthly financial statements for the Executive Director and periodic financial reports for the Board of Directors in accordance with generally accepted accounting principles
- 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 LAWAM's automated accounting and case data management systems
- Developing, recommending, documenting, and evaluating all bookkeeping functions and internal control procedures
- Coordinating LAWAM's annual independent audit and serving as point person for information requests
- Assisting with the timely preparation of LAWAM's annual tax filings
- Processing payroll, managing employee benefits, and performing related human resources functions
- Maintaining financial, grant and personnel 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
- Overseeing facilities and purchasing/procurement

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 working with nonprofit organizations
- Experience with fund accounting
- Demonstrated ability to work independently and as part of a team
- 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

Salary/Benefits: Full-time salary range between \$75,000 - \$107,000 depending on experience.

We are committed to promoting healthy work/life balance, and our staff enjoy:

- A 35-hour work week
- Generous annual leave and sick leave
- Thirteen paid holidays per year
- HMO and HSA health insurance options, as well as a payout option for staff who do not require health insurance.
- Life and long-term disability insurance
- Annual employer contributions to 403b accounts for eligible employees
- Being part of a team that is making a positive impact on their communities

In addition, our organization is a qualifying employer for most loan forgiveness programs.

TO APPLY, send resume and cover letter **no later than June 9, 2023**
to Human Resources Assistant, Emily Vermeesch at evermeesch@lawestmi.org.