



LEGAL AID  
OF WESTERN MICHIGAN

## Director of Finance Grand Rapids

**Legal Aid of Western Michigan (LAWM) is seeking an experienced, detail-oriented Director of Finance to join our team of passionate, mission-driven individuals!**

We are a non-profit law firm that proudly delivers free legal assistance to communities up and down West Michigan. 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.

At LAWM, our core mission is **to protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families**. We're on the hunt for a new Director of Finance who will play an essential role in supporting that mission.

Under the supervision of the Executive Director, the Director of Finance assists in the overall administration of the organization and is responsible for managing accounting, finance, and grant compliance. They also oversee the 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 LAWM's full-time Bookkeeper.

The Director of Finance is integral in the grant reporting process at LAWM and plays an important supportive role to our team. They regularly engage and collaborate with the other Directors on the Central Admin Team in general operations oversight.

If this sounds like the right opportunity for you, we'd love for you to apply! Please send your resume and cover letter (required) to our HR Team at [Careers@lawestmi.org](mailto:Careers@lawestmi.org). And if you need any accommodations throughout the application or hiring process, definitely let us know!

The Director of Finance is a full-time, exempt, salaried position, and the starting annual salary is \$80,000, depending on experience. This is an onsite position working in LAWM's central administrative offices in Grand Rapids.

**LAWM IS AN EQUAL OPPORTUNITY EMPLOYER.** We believe in diversity, equity, and inclusion as core principles driving our staff recruitment and our mission, and we strive to build a team that reflects the populations we serve.

### **Here's a sampling of the Director of Finance's Responsibilities:**

- Create and monitor the organization's \$7 million+ annual budget, as well as program and project budgets for over 25 individual grants

- Prepare monthly financial statements for the Executive Director and the Finance Committee of the Board of Directors, in accordance with generally accepted accounting principles
- Develop and maintain accounting policies and procedures in compliance with federal regulations
- Prepare budgets for grant requests, monitor revenue and expenses, and ensure program compliance with grant reporting and other requirements
- Prepare grant reports by collecting, analyzing, and summarizing information from LAWM's automated accounting and case data management systems
- Develop, recommend, document, and evaluate all bookkeeping functions and internal control procedures
- Coordinate LAWM's annual independent audit and serve as point person for information requests
- Assist with the timely preparation of LAWM's annual tax filings
- Assist the HR team with payroll and employee benefits functions and act as additional liaison to payroll and employee benefit vendors
- Oversee LAWM's 403(b) savings and retirement plan and act as liaison to 403(b) administrator, in collaboration with the HR team
- Maintain financial and grant files in a neat and orderly manner
- Procure, manage, and monitor all program insurance policies including general liability, property, professional liability, and worker's compensation
- Provide analysis of management decisions before and after implementation
- Oversee purchasing and procurement

**The ideal Director of Finance will have the following Education & Experience:**

- 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 and cost allocation

**We need our Director of Finance to possess these Skills & Knowledge:**

- A high degree of computer proficiency including with accounting systems, Excel, and Office 365
- Knowledge of data entry, management, and analysis
- Ability to perform complex tasks requiring independent knowledge and its application to non-routine situations
- Ability to articulate information and concepts calmly and clearly
- Excellent written and verbal communication skills
- Strong organizational skills and ability to manage competing deadlines and a variety of tasks
- Ability to maintain the strictest level of confidentiality
- A positive attitude and a high aptitude for self-management and taking initiative
- Demonstrated socio-economic and cultural sensitivity and a commitment to providing access to justice for underserved individuals

**And last, but definitely not least... BENEFITS!**

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

- Generous Annual Leave and Sick Leave
- Thirteen Paid Holidays per year
- HMO and HSA Health Insurance options, with an employer contribution to premiums, as well as a payout option for staff who opt out of health insurance coverage
- Employer-Paid Dental and Vision Insurances
- Employer-Paid Short-Term and Long-Term Disability Insurances
- Employer-Paid Life and AD&D Insurance
- Annual employer contributions to 403b accounts for eligible employees
- A minimum 35-hour weekly schedule
- Being part of a team that is making a positive and lasting impact on their communities
- In addition, our organization is a qualifying employer for most loan forgiveness programs

**Oh, and HR said we had to include this section about the Workplace & Environment:**

*Physical Demands*

The physical demands described here are representative of those that must be met by a LAWM teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting may be required.
- Ability to transport oneself and be physically present for offsite activities that require in-person attendance required.

*Work Environment*

The work environment characteristics described here are representative of those a LAWM teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e., business office with computers, phone, and printers, light foot traffic and conversation)
- Work performed in a defined area, such as an office, cubicle, or approved remote workstation
- Exposure to dust and fluctuation in inside temperatures

Made it all the way to the end? Way to go! We appreciate your sticktoitiveness and think you should definitely apply! Please send your resume and cover letter (required) to our HR Team at [Careers@lawestmi.org](mailto:Careers@lawestmi.org).

Thanks!