THE EQUALRIGHTS CENTER
ADVANCING CIVIL RIGHTS FOR ALL

Equal Rights Center
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Advancing Civil Rights For Over a Quarter Century

Director of Finance and Administration

The Equal Rights Center (ERC) is a nonprofit civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action.

The ERC is hiring a Director of Finance and Administration to manage and oversee a variety of financial, human resources and administrative functions. This position reports to the Executive Director and is responsible for managing the Technology Solutions Coordinator, an Administrative Assistant, and office interns.

Core Duties and Responsibilities:

Financial

The Director will liaise and coordinate with a contracted accountant to engage in the follow activities:

1. Develop financial forecasts and lead the annual organizational budgeting and tracking process;
2. Maintain accurate and updated financials; prepare weekly, monthly, and quarterly financial updates as appropriate for staff and board to oversee and manage income and spending.
3. Create and track spending for project budgets, including federal and foundation grants, and ensure correct budget allocations;
4. Oversee the annual audit and processing of the IRS Form 990, liaise with audit firm;
5. Manage contracts, accounts payable, receivables, and cash flow in a timely and effective manner;
6. Manage banking activities including bank account and credit card reconciliations;
7. Manage payroll services; and,
8. Other duties as assigned.

Human Resources

1. Manage the recruitment, hiring, orientation, and termination process for all employees;
2. Maintain and update personnel records;
3. Manage the ERC's time-keeping software;
4. Ensure accurate payroll allocations and leave accrual records;
5. Review, update and administer ERC policies and procedures, e.g., employee handbook, accounting manual, and document retention policy;
6. Negotiate, coordinate and track employee benefits;
7. Assist management staff with performance evaluations;
8. Manage the office intern program;
9. Coordinate staff meetings and outings; and,

10. Other duties as assigned.

Administrative

1. Oversee risk management and compliance activities including:
    - Negotiate and coordinate all organizational insurance policies;
    - Annual document purging and archiving process
    - Charitable and business licensing registrations
2. Liaise with Board of Directors committees including Finance and Governance, and oversee logistics for ERC board meetings, including handling catering, meetings scheduling, taking notes for minutes, setting up technology, and assembling board materials;
3. Work with program staff to respond to document production requests as required by litigation;
4. Manage all aspects of physical office space, including facilities, technology, equipment, and other infrastructure; and,
5. Other duties as assigned.

An ideal candidate is committed to civil rights, is tech savvy, and will display the following:

- B.S. or B.A. in accounting, business administration, non-profit management, or a related field;
- Five plus years of broad financial and operations management experience;
- Excellent interpersonal and communications skills, including the ability to work with and communicate effectively in writing and orally with a diverse group of people;
- A successful track record in setting priorities informed by keen analytic, organizational and problem solving skills which support and enable sound decision making;
- Work experience that demonstrates professionalism, a strong sense of discretion and the ability to exercise good judgment in stressful circumstances;
- Outstanding attention to detail, work ethic, and problem-solving skills, as well as a willingness to learn new skills;
- Experience with:
    - Annual financial audit process;
    - Using QuickBooks or equivalent financial management software;
    - Grant compliance and tracking;
    - Human resources functions;
    - Personnel management;
    - Document production requirements and practices (preferred);
- Working knowledge of:
    - Employment law requirements;
    - Human resources policies and procedures;
    - Budgetary and/or book-keeping operations;
    - Accounting principles and GAAP compliance;
- Ability to:
    - Translate financial concepts to–and to effectively collaborate with--programmatic and fundraising colleagues who do not necessarily have finance backgrounds;
    - Develop organizational systems and procedures;
- Proficiency with Microsoft Office required, proficiency with G Suite preferred.

Salary and Benefits: The anticipated salary for this position is $80,000, but final offer will be negotiated based on candidate qualifications and experience. The ERC offers a generous benefits package that

includes health insurance, life insurance, paid leave, IRA plan with matching contributions, and other competitive benefits.

Application Procedure: Please email a cover letter and resume to employment@equalrightscenter.org using email subject line "Director of Finance and Administration". The position is open until filled, but priority will be given to considering application materials submitted by January 20, 2020.

The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke-free workplace.