



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 (DFA) to lead and manage overall organizational operations, including finance, human resources, administration, compliance, and information technology. The DFA will also serve as a thought partner within the leadership team and will work closely with them to strengthen overall organizational capacity and impact. A successful candidate will be someone who can proactively identify and resolve issues while building and then leading a team.

This position features core job duties that require regular work in the ERC's office, so a successful candidate must live or be willing to relocate to the Washington, D.C. region. The ERC requires all staff members to certify that they have been fully vaccinated against Covid-19. Exemptions to the vaccine requirement will be granted in accordance with applicable federal, state, and/or District laws.

This position reports to the Executive Director and will immediately be responsible for managing external accounting and IT management contracts, along with a part-time virtual assistant. The DFA will likely lead the hiring process for at least one support staff member in early 2023 after providing input about what the focus of the support position should be.

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 financial reports; 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. Develop/coordinate all relationships with lending/financial institutions;
8. Manage payroll services; and,
9. 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. Serve as a thought partner and organizational leader in manifesting the ERC's people values, and
9. 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. Update/ensure compliance with operational policies and internal controls;
4. Work with program staff to respond to document production requests as required by litigation;
5. Manage all aspects of physical office space, including facilities, technology, equipment, and other infrastructure; and,
6. Other duties as assigned.

IT Management

1. Manage external IT management contract;
2. In partnership with external IT provider, lead the evaluation of purchased IT resources and associated vendors, including negotiating contracts for services, and facilitate the successful implementation of new technologies.
3. Ensure that ERC maintains comprehensive documentation regarding network users, equipment/machines, system procedures, and policies.

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

- At least a B.S. or B.A. in accounting, business administration, non-profit management, or a related field;
- Five plus years of experience in a senior financial-management role partnering with executive staff, resulting in the development and implementation of creative, compliant financial management and operational strategies;
- 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 and developing systems 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 and ability to complete work with high levels of accuracy and efficiency;
- Highly developed 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;
 - Engage and influence direct and indirect reports and peers;
- Experience working within a hybrid in-person/remote organization preferred;
- Proficiency with Microsoft Office required, and experience logging data and time into a database strongly preferred.

Salary and Benefits: The salary range for this position starts at \$90,000, and 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, SIMPLE-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 September 2, 2022.

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