



**Caminar Latino – Latinos United for Peace and Equity
Finance Manager**

Job Title: Finance Manager

FTE: 1

Location: Remote; work may be performed anywhere in the United States; however, moderate ability to travel occasionally may be required as needed and may include evenings and/or weekends.

Salary Range: \$75,525-\$95,000

Reports to: Chief of Programs and Administration

Closing Date: Open. Applications will be reviewed regularly, and the position may be filled at any time.

Position Details: The Finance and Accounting Manager is responsible for managing and providing leadership for the fiscal and fiduciary responsibilities of the organization's budget which is approximately \$3.5M. This includes overseeing the day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grant administration working in partnership with accounting and bookkeeping consultants. This position has potential advancements based on the performance and financial health of the organization as it plays a critical role in the organization, which has experienced rapid growth, due primarily to federal funding.

Instructions to apply: Please submit a cover letter, resume (with the month and year detail for previous employment), and list of three professional references to sniethold@caminarlatino.org. All materials should be submitted as a single PDF.

Functions and Responsibilities

Implement and enhance financial management, operations, and reporting systems utilizing resources creatively, efficiently, and effectively including:

- Oversee accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles (GAAP), legal and regulatory requirements, and Office of Management and Budget (OMB) audit requirements.
- Develop, implement and maintain effective financial processes, policies and procedures to ensure the institutionalization of accurate financial transactions and records.
- Analyze financial data, produce and present accurate and timely financial reports and activity statements monthly, quarterly, and annually as requested.
- Assist in the development of annual organizational budget.
- Assess and determine overhead costs, negotiate a Negotiated Indirect Cost Rate Agreement (NICRA), and oversee the reporting and management of the NICRA, in consultation with the executive team and external accounting consultants.
- Oversee loans, unrestricted and restricted net assets, and capitalizable assets.

- Work with executive team to develop and maintain a reliable cash flow projection process and reporting mechanism that includes a minimum cash threshold to sustain the organization's operations. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Complete grant-related activities including developing budgets and budget modifications, reviewing the budget to actual spending, forecasting spending to maximize the use of resources, preparing Federal Financial Reporting information, invoicing, and reviewing invoices from sub-recipients and consultants for accuracy, completeness, and compliance with federal funding restrictions.

Manage the financial position of the organization, ensure compliance with financial regulations, protect assets, and report on value and risk issues including:

- Manage internal control safeguards and lead OMB A-133 audit, annual financial audit, grantors' audits, and grantors' monitoring site visits, including the preparation of schedules, providing supporting documents, liaising with external auditors and accountants to complete annual audits and IRS Form 990s; etc.
- Monitor and evaluate accounting and finance consultants, and report on progress and goals.
- Partner with the executive team and BODs to develop multi-year analysis and projections for performance, sustainability, and effective use of resources.
- Engage with BOD finance committee to implement short-, medium- and long-term goals aligned with the strategic plan.
- Provide guidance to the executive team, particularly around scenario modeling, expansion, capital investments, and operating reserves.
- Recommend benchmarks to measure the performance of financial operations.

Skills and Abilities:

- Deep knowledge of nonprofit accounting principles and OMB compliance requirements.
- Systems-oriented; adept at setting up new processes and procedures
- Ability to train teams on how to adopt new ways of working.
- Experience with complex organizational finances resulting from multiple programs, multiple locations, and a variety of restricted funding sources.
- Experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll.
- Nonprofit experience, with an emphasis on federal funding preferred.
- Proficiency with QuickBooks, Bill.com, and other accounting software and Excel.
- Strong organizational, planning, and project management skills with attention to detail, and the ability to manage multiple projects on competing and tight timelines.
- Integrity to safeguard participants' personal information and confidential organizational information.
- Flexibility to adjust to requests, challenges, and changes in daily activities as they arise.
- Capacity in MS Office; Word, Excel, PowerPoint, Google Docs, Zoom, etc.

The position is remote so can reside anywhere in the United States; however, it requires the ability to travel regularly to various locations for meetings, training and other events that may include evenings and weekends.

Education and Experience: Bachelor's degree, MBA in accounting or finance, CPA, or related field. Five years of professional finance and accounting experience, ideally with at least 2 years

of experience in a leadership role. The degree may be substituted by additional years of experience. Oral and written fluency in English required. Fluency in Spanish is preferred but not required.

Working Conditions: Caminar Latino-Latinos United for Peace and Equity operates from a Latino-centric point of view to contribute anti-violence and anti-racist work that unites all communities. Caminar Latino-Latinos United for Peace and Equity includes team members and a board of directors that represent Latinos and non-Latinos alike, with an emphasis to center people of color. Caminar Latino-LUPE strives for a fully inclusive work environment and does not discriminate based on race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status. Remote team members are responsible for supplying their own workspace including office furniture and internet capacity sufficient to facilitate full participation in completing required work and participating in virtual meetings. Caminar Latino/LUPE will provide the computer and accessories necessary for virtual workspaces (monitor, printer, keyboard, mouse, camera, necessary connectors, etc.). This position requires sitting and/or standing for several hours at a time, repetitive motion activities including typing on a computer keyboard, and frequent communication via telephone and/or digital communication tools. All employment offers are contingent upon satisfactory proof of eligibility to work in the United States and a background check.

Benefits: Caminar Latino-LUPE offers its full-time team members 100% employer-paid health, dental and vision insurance (or a family option alternative at 60%) available on the first of the month after 30 days of employment; a retirement match of 3% after the first year of employment; 11 paid holidays and paid personal time off based on tenure in the organization; and flexible schedules.

Associated Location: Caminar Latino, PO Box 48623, Atlanta, GA None, United States

About Us: The mission of Caminar Latino – LUPE is to create opportunities for Latino families to transform their lives and communities and to change the social conditions that give rise to violence. The direct service arm of Caminar Latino operates in Atlanta, has worked with families for over 30 years, and is Georgia’s first and only comprehensive domestic violence intervention program for Latino families. In 2018, Caminar Latino joined forces with LUPE, now it's national arm to offer capacity building, training, and technical assistance and engage in public policy, systems change, and research at the intersection of gender-based violence and Latino identity. In 2021, LUPE launched the National Center to Advance Peace for Children, Youth, and Families, a national resource center to improve outcomes for children, youth, and families of all races and ethnicities through a multi-year, multi-million-dollar federal award. The NCAP works to ensure that domestic violence cases involving children and youth are handled in a manner that recognizes the complex legal, cultural, and psychological dynamics of domestic violence and provides access to the best sources of information and assistance to those working in the field of child protection and custody in the context of domestic violence.

Caminar Latino – LUPE is a national trailblazer that carries out its mission by creating safe spaces for each family member to begin their journey towards non-violence and by centering the Latino experience into social change efforts nationally for transformation. The vision of Caminar Latino – LUPE is that Latinos live in healthy families, united communities, and a just society.