



Director of Finance and Administration

THE OPPORTUNITY

As a thought partner to the Executive Director, the Director of Finance and Administration (DFA) will play a critical role in partnering with the executive team in strategic decision making, operations and capacity building. The DFA provides leadership and support in finance, business planning, budgeting, human resources, operations, and IT. If you enjoy working in a collaborative environment with a passionate and talented team, this may be the opportunity for you.

OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota's premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 30-person office with five locations in the State of Minnesota including two Saint Paul offices and offices in Moorhead, Worthington, and Austin, and a recently opened office in Fargo, North Dakota. ILCM has been in operation for over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support.

OUR MISSION

The mission of ILCM is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to remedy legal problems, prevent legal problems and raise public awareness of immigration issues.

WORKING ENVIRONMENT

Hybrid preferred; remote possible.

COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package:

- Annual compensation: \$90,000-\$110,000 (DOE)
- Generous paid time off
- An exceptional benefits package including largely employer funded health, dental, life and disability insurance
- IRA plan with employer match of up to 3%

MAJOR RESPONSIBILITIES

Financial Management 50%

- Partner with Executive Director and Program Leadership to develop business plans, forecasts, and financial analysis of new and existing programs; develop financial metrics and budget vs. actual reports.
- Provide timely and accurate financial analysis and reporting
- Lead the annual budgeting process

- Partner with ILCM's outsourced accounting firm to oversee management of expense and revenue projections and develop a reliable cash flow projection process and reporting
- Prepare and provide monthly grant budget updates to legal supervisors who oversee grants.
- Oversee all aspects of financial compliance.

Operations 15%

- Manage operations; oversee risk management and liabilities; minimize exposure to risks.
- Participate in the review and negotiation of office leases and other contracts for all locations.
- Provide leadership and support to the Office Manager, Office Coordinator and Administrative Team providing professional development opportunities and mentorship.

Manage External Vendors 35%

- Accounting: Partner with ILCM's outsourced accounting firm to ensure sound financial practices, protection of assets, and efficiencies. Supervise and support the work of the contract accountant and accounting tasks of the internal Administrative Support team.
- Technology: Partner with third party Managed Services Provider (MSP) to develop and oversee the implementation of the ILCM Technology Strategic Plan. Serve as the executive point of contact for the MSP, telecommunications vendor, and technology consultants.
- Human Resources: Oversee Human Resources contractor's work on initiatives such as annual enrollment, review of insurance packages, salary studies, etc. Provide updates to the Executive Director and Board of Directors. Oversee Office Coordinator's human resource duties

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in accounting, finance, or economics; or 10+ years of accelerated nonprofit finance leadership experience in lieu of education.
- 5+ years of progressive experience in finance, and operations; nonprofit finance experience required, demonstrated experience managing multiple funding streams and programs. Demonstrated knowledge of GAAP.
- Demonstrated experience in a financial leadership capacity, managing staff, financial oversight and reporting, budget development, compliance with grants, contracts, and legal compliance.
- Excellent communications skills, ability to prioritize, negotiate and partner with a variety of internal/external stakeholders.
- Strong technical aptitude. Technical proficiencies with Microsoft Suite programs; Excel, Word, Outlook, Database, Teams, SharePoint (advanced skills); strong financial software experience, Intacct preferred.

HOW TO APPLY

Please send a letter of interest and resume to: hr@ilcm.org Closing date: July 14,2023. Visit our website at <https://www.ilcm.org/> to learn more about our work.

ILCM is an equal opportunity employer. BIPOC, LGBTQ+ and other diverse candidates are encouraged to apply.