



JOB DESCRIPTION – FINANCE MANAGER

Apna Ghar Headquarters: 4350 N. Broadway, 2nd Floor, Chicago, IL 60613; *Organization has several locations*

Supervised by: Director of Operations

Status: Full Time, Exempt

Starting Salary Range: \$65,000 or more Dependent on Experience

Benefits: Employer Covered Healthcare (Medical, Vision and Dental) for employees and dependents, health savings plan, generous PTO, and flexible time, 403(b) retirement plan, and a congenial and supportive work environment.

Onsite/Hybrid Position

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence. We aim to empower survivors, engage communities, and elevate gender and racial justice. For more information, please visit www.apnaghar.org and on social media @ApnaGharInc

POSITION SUMMARY:

This position manages overall financial processes including budgeting, planning, internal coordination, and reporting. Directs the activities and functions of the Fiscal Department including responsibility for creating budgets, accounting systems, cash management, and grants fiscal management. Ensures that department activities comply with all relevant federal, state, and local regulations. Establishes internal control structure to ensure protection of agency assets. Directs the preparation of statements and reports on financial affairs for Senior management team, Executive team, Board Treasurer, and the Board of Directors. This position reports to the Director of Operations who in turn reports to the Deputy Executive Director. The Finance Manager will work in close collaboration with the senior staff and program leads across the agency. Competence and results for this position will be measured against organizational goals and key performance indicators (KPIs).

RESPONSIBILITIES:

- Ensure execution of and adherence of organizational fiscal policies; and can maintain all deadlines
- Prepare and analyze monthly, quarterly, and annual financial statements including trial balances promptly and within deadlines.
- Prepares and maintains agency cost allocation plan, spending plans and grant budgets.
- Constructs agency budget and prepares other financial documents for management and board
- Maintain all related voucher control files, contract files, special project accounts and other fiscal files.
- Prepare for and coordinate annual independent audit, grant audits, and annual state and federal tax reports including preparing SEFA, CYFER and GATA reports.
- Prepare vouchering/invoicing of government contract reimbursements.

BOARD OFFICERS	DIRECTORS	LEADERSHIP	ALUMNI BOARD	EXECUTIVE DIRECTOR
Shalini Sahrawat <i>President</i>	Vineeta Bonthala <i>Vice President</i>	Bhavini Desai Sandip Shah Neil K. Vohra Reetu Pepoff	Kanta Khipple Usha Wasan Saiyed Rabbani Danial Noorani	Prem Sharma Ketki Parikh Sameer Chhabria
Masoom Ahmed <i>Treasurer</i>	Deepta Sharan <i>Secretary</i>	Ash Luthra Tapan Nagori Tina Sundaram Beata Weiss		Neha Gill
Alpa Jayanti Patel <i>Member-At-Large</i>				



- Review and maintain agency's insurance coverages GL, D&O Insurance, Health and other.
- Oversee agency payroll and benefits procurement and administration including maintaining personnel and employee benefits records, ERISA compliance for 403B retirement plan.
- Ensure compliance with government regulations and funder requirements on disbursements, fiscal record keeping and reporting (includes federal, state and city contracts)
- Maintain and update agency legal documents, (DUNS, SAM, Re-certifying tax exemption status, etc.)
- Vendor relations include bidding for and coordinating contractors, managing the budget for ordering supplies and filing of company documentation.
- Supervise the Finance Team (i.e., Accounting) and consultants (i.e., Grants writers)
- Provide input into process changes to increase efficiencies and other duties as necessary and as assigned.

Reporting:

- 1) Timekeeping Documentation to be submitted based on payroll deadlines
- 2) Weekly Reports and email updates
- 3) Relevant communications, data, and analytics reports

PREFERRED QUALIFICATIONS:

Education:

- Bachelor's degree and several years of experience, or equivalent work and educational experience. Finance and /or accounting certificates a plus.
- Experience in not-for-profit organization budgeting, fund accounting, and government contracts.
- Thorough knowledge of accounting principles, procedures, and practices as well as human resources
- Having programs management and operation knowledge is preferred
- Excellent interpersonal and intercultural communication and presentation skills
- Excellent organizational, problem solving and analytical skills; detail oriented; focused on accuracy and compliance.
- Technical qualifications include hands on experience with Microsoft Office including excel spreadsheets, PowerPoint, and pivot tables, as well as experience with accounting tools / software such as Quick Books

Experience includes:

- Has experience of working with federal and local government grants, (e.g., IDHS, HUD, City of Chicago's DFSS, and VOCA and VAWA funding streams etc.)
- Has in depth understanding and application of 2.CFR part 200
- Manages and maintains multiple grants of various fund sizes and sources.
- Should have experience of using online database systems for finance like QuickBooks, Amplifund, Esnaps, etc.



Computer and Software Skills:

- Strong skills in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong skills in database and systems management
- Familiarity with analytics and relevant tools

WORK ENVIRONMENT:

- Accommodation will be made based on ability or other need.
- This position operates primarily in an office or home office environment, and offsite work is also required for meetings, workshops, advocacy events etc.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- The employee may occasionally lift and/or move objects up to 40 pounds
- Travel between the primary office and other locations may be required.

APPLICATION PROCESS:

- Apna Ghar is an equal opportunity employer and seeks to employ qualified individuals. Apna Ghar does not discriminate against any individual based on that individual's race, sex, age, religion, color, national origin, ability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, immigration status or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Apna Ghar is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Please send your resume and cover letter to employment@apnaghar.org with the role you are applying for in the subject line.