

**Job Title:** Finance & Administration Manager

**Position Reports To:** Director of Operations

**Budget Status:** Full-time

**Hours Per Week:** 37.5

**Pay Rate:** \$20/hour

**Desired Experience:** 3-5 years

Uniting Pride seeks an experienced Finance & Administration Manager to join our team. The role will report to the Director of Operations and manage all financial and office administrative work for the organization. This is a mid-level, full-time position without employer provided health insurance\*. There will be 10 paid holidays/year, and 15 PTO days/year.

This is a salaried position where comp time will be accrued when more than 37.5 hours are worked within one week and can be used as extra PTO time at any point following its accrual. Accrued comp time can be carried over indefinitely. However, if an employee decides to leave the organization, the payout amount is capped at 112.5 hours (15 days).

This position may work remotely when not required to be in the office for programs and office-based management.

**About UP:** Uniting Pride was founded in 2009 as an organization to advocate for the equality, wellness, and visibility of the LGBTQ+ communities in Champaign County. Since then, we have been active in the community through support and social groups, community-building events, educational workshops, local advocacy, resource referrals, and more.

**Our Mission:** Uniting Pride exists to create a Champaign County where all who identify as sexual and/or gender minorities can live full, healthy, and vibrant lives.

### **What are we looking for?**

We're looking for someone who enjoys engaging with people across a diverse community, wants to know their work is contributing to the greater good and making a difference, has excellent attention to detail, considers organization skills to be one of their strongest assets, likes to find the most efficient ways to do things, has a hunger to learn what they don't yet know, is willing to work through difficult conversations in a respectful and kind way, and has a commitment to open communication and transparency.

As this is a mid-level position, the ideal candidate is a finance and administrative wiz with direct work experience in the areas of general accounting, budgeting, and reporting, as well as overall office and administrative management.

### **Responsibilities:**

This role will be responsible for managing all financial-related work for Uniting Pride, as well as office administration, and some program related assignments. Specific responsibilities include:

- Collaborate with and assist the Director of Operations on all budget planning, and development of and compliance with UP financial policies and procedures.
- Review all expenses before they are processed to ensure compliance with budget, grant guidelines, and UP financial policies.
- Collect receipts from all staff and board who are authorized to make purchases on behalf of the organization and scan and organize in online tracking systems.
- Reconcile expenses against bank account and Quickbooks.
- Process reimbursements when a transaction cannot be processed using UP bank cards or checks.
- Receive donation or incoming payment checks, and scan and track in online systems.
- Make deposits of checks and cash into the appropriate bank account.
- Reconcile deposits between Bank Account and Quickbooks.
- Categorize all income and expenses within Quickbooks according to UP budgets.
- Review all financial transactions to ensure programs are staying within budget. Notify Director of Operations if this is not in alignment.
- Conduct a monthly reconciliation between the Bank Account and Quickbooks.
- Pull monthly reports for Board Leadership: Statement of Activity, Budget vs. Actuals, and Statement of Financial Position.
- Pull monthly Fundraising totals and report to DoO for inclusion in monthly Board report.
- Collaborate with DoO in creating all program budgets, and the yearly operating budget.
- Organize and track all material relevant to yearly financial review.
- Deliver all relevant financial review material to external CPA firm and be the main point of contact for ensuring review accuracy, timeliness and compliance with grant needs.
- Review staff timesheets for compliance with policies and procedures. Track PTO accrual and usage. Process payroll through Quickbooks.
- Review all grant contracts to ensure compliance is built into all UP financial policies and procedures. Pull and compile financial information needed for all grant reporting procedures.
- Collaborate with DoO to generate all necessary financial documentation for grant applications.
- Generate invoices for trainings and event sponsorships when needed.
- Coordinate with performers or contractors for various events and programs to get proper forms filled out before payment can be made. Keep payment forms organized and tracked in online systems.
- Be the main point of control of all monies during in person programs and events. Authorize assistants in this role where necessary, and manage those assistants to ensure control of all cash or other forms of money during programs and events.
- Manage relationships with all vendors, ensuring quality and cost controls. Research new vendors when needed.
- Track office supply inventory and reorder as necessary.
- Maintain relationships with office landlord and maintenance teams to ensure compliance, get repairs made as needed, and secure additional rental space when needed for larger programs.

- Maintain inventory of printed promotional and educational materials and reorder as necessary.

**Job Requirements:**

Financial experience is required to apply for this position. That experience should include: GAAP accounting, budgeting, basic accounting processes, generating financial reports, payroll and vendor payment processes, and financial compliance as it relates to nonprofit organizations. Experience with Quickbooks is strongly desired.

General office administrative and management experience is also desired. That includes inventory management, vendor vetting and selection, external-facing relations, scheduling management, and basic HR.

A nice-to-have skillset is around nonprofit grants. Applicants with any experience around researching to find, applying for, reporting processes for, and/or compliance with nonprofit grants should bring this to our attention when applying.

Applicants missing some portion of the mentioned requirements or desired experience can demonstrate their ability to train in new areas and be ready to give examples of past successes.

Additionally, since UP is a small team of only 4 paid staff, this position will need to step in to assist with programming at some times during the year. For example, Pride Fest in the fall is our largest piece of programming and will require participation in programmatic planning, organization, and execution. Additional programs where this role may step in are: our main fundraising event - Love Fest, and June Pride Programming. No experience in this kind of work is necessary outside of financial, but applicants with event planning or programmatic skills and experience can highlight that while applying.

**Hours and Schedule:**

The pay rate is \$20 per hour, with a work week of 37.5 hours (average of 7.5 hours per day). This position will need to spend some time in person at the Uniting Pride offices or other venues for inventory management, processing of physical payments (checks and cash), vendor or other external meetings, and at organization programs. But outside of those instances, remote work is available. We expect this should result in approximately 50% remote work or more throughout the year.

But due to the nature of our community work, applicants should expect that in-person work requirements will fluctuate and not remain during typical M-F 9-5 business hours. We often have meetings, events, and programs outside of the typical workday. Examples include monthly Board Meetings that happen on the 2nd Wednesday of the month at 6:30pm, Volunteer Committee meetings that happen in the evenings and weekends, various community weekend events throughout the year where we host a table/booth, our June Pride programming that happens in the evenings and on weekends, nearly all components of Pride Fest programming, and more.

Because of this, staff flexes schedules around needs, like starting the workday later or ending the workday earlier so the week's hours come out to the full-time 37.5 hours per week. All staff work with the Director of Operations to build and maintain a schedule that meets the work needs, while also ensuring appropriate time off from work. Rest and time off from work is absolutely respected and prioritized within this organization! But overall, this means that if someone is looking for a rigidly standard schedule that never changes, this will not be the right fit.

**Applying:**

Only applicants with financial management experience will be considered so please ensure that is readily visible on your resume.

Please also make space in your cover letter to highlight why you feel like you're the best candidate for this position. That includes relevant experience in school, volunteer, or professional settings, but should also include your story. Why do you want to do this work for this organization? And why do you think you'd succeed at this work and help Uniting Pride be even more successful in the future?

Because of this, cover letter length may be longer than 1 page to tell your story. Please use as many words as you feel you need in order to speak to your interest and the skills, experience, and personality traits you can bring to this job, this organization, and the community at large.

If chosen for an interview, here are some of the questions you'll be asked so you can be prepared for what we're looking for and the kinds of things that will help us determine the right candidate:

1. Think about a time when you were working on something with a team and someone wasn't pulling their weight. This could be a group school assignment, something for a job, something personal, or a volunteer situation. Briefly describe the situation and how you handled it.
2. Think about a time when you made a substantial mistake, let someone else or a team down, or didn't meet expectations. Similarly to the previous question, this could be a group school assignment, something for a job, something personal, or a volunteer situation. Briefly describe the situation and how you handled it.
3. Describe a time when you had to speak Truth to Power. This means a time when you were not in the position of power and had to stand up to someone who was. This could be in a work situation with a person in leadership, or in a personal relationship, or in school.
4. Name some of the qualities you feel are most important in a good organizational leadership and good working teammates.
5. Briefly describe your work style preferences. Some examples might include: listening to music while working or needing silence, need bright light or a cool space, prefer to talk things out when trying to figure out something complicated or prefer to write things out or

prefer to sit and think quietly, need to get up and take periodic physical breaks or prefer to go straight through for hours and then turn work off completely, prefer to work on one thing for a long stretch or prefer to spend short bursts of time on different things, and anything else that might be particular to you and your work style and preferences.

6. On a scale of 1 to 10, rate your organizational skills.
7. And briefly explain why you give yourself that rating.
8. What helps you to stay organized when you are working on multiple projects with many tasks? What tools or strategies do you use? How do you determine priorities?
9. What helps you work well with people who prefer different communication styles than you do?
10. Tell me about what diversity, inclusion, and equity mean to you. What should they look like in a workplace? How would you contribute?
11. What are some things you enjoy doing in your spare time?

**To apply, please submit a resume and a cover letter** with the requested “why” storytelling to [apply@unitingpride.org](mailto:apply@unitingpride.org) by Fri, May 10th. You may send any questions to that email address as well. We look forward to giving careful consideration to all who apply and thank you for your interest in this important work!

\*A note about health insurance as it relates to this position:

For those who have not navigated the Obamacare Health Insurance Marketplace before, Uniting Pride can guide you through the process. Someone at this salary rate can expect significant government subsidies to cover the cost of your insurance. A low level plan typically only costs around \$50-\$70 per month because of the subsidies, and employees will have a range of plan choices so they can select the plan that meets their healthcare needs.