



JOB ANNOUNCEMENT
Finance Manager

Open until filled

Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit social and environmental justice organization dedicated to empowering people, organizing communities and achieving justice for low-income communities of color. We are an effective, results-oriented organization with a passion for social change. We have been making a difference in the lives of the individuals, families, and communities we serve for over 40 years.

The **FINANCE MANAGER (FM)** will play a significant role in managing the organization's financial and administrative functions, and in supporting those areas that intersect with human resources programs necessary to EHC's current and future functioning. The following describes the responsibilities and projection of the phased evolution of the position.

PRIMARY RESPONSIBILITIES:

Financial Management

- Understands generally accepted accounting principles, creatively improves financial and accounting tools, financial metrics as they relate to managing of funding contracts and ability to comprehend, analyze, and interpret financial statements and related information
- Provides financial management service, including budget development, accounts payable, general ledger, banking, payroll, cash receipts, grants management and reporting
- Monitors financial performance against budget. Analyzes and investigates budget variances in collaboration with budget managers. Improves internal financial reporting and provides training to assist budget managers with budgeting/fiscal responsibilities
- Reviews and records financial transactions (e.g. payables, reconciliation of credit cards expenses, accounts receivable, general ledger entries, etc.) for accuracy and proper recording
- Works in partnership with fund development team members to develop reports and budgets to support grant submissions to foundations and other funders, and prepare timely financial reports for grantors as requested
- Prepares for and leads the annual internal audit by organizing and assigning tasks, reviewing and providing requested documentation, ensuring timely completion and approval
- Oversight of accounting and financial activities including maintaining the organization's accounting systems, policies, procedures and internal controls

Budgeting

- Prepares the annual operating budget in collaboration with program staff
- Works with EHC team members to develop program and proposal budgets
- Develops budget templates, tools, processes and training for budget managers

- Assists financial consultant in maintaining budget development timeline
- Assists financial consultant in preparation of budget and budget projections to staff and Board members

Staff Management and Leadership

- Supervises assigned staff to include participating in hiring process, assigning work, providing guidance and direction, evaluating work performance; provides ongoing training opportunities to encourage staff development
- Leads the Finance Team including monthly meeting and agenda coordination, meeting facilitation, and executing meeting deliverables, as assigned
- Participates in the Investment Committee and Administration Team
- Serves as back-up liaison with the Board Treasurer, after the Executive Director

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree or advance degree in accounting and finance
- 4+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- High proficiency in accounting software for nonprofits and Microsoft Excel
- Possess sound judgment in decision-making as it relates to financial management
- Excellent management skills, ability to inspire, to motivate and hold staff accountable to high standards
- Demonstrable track record in developing, implementing, and managing business systems and processes, including budget development
- Exceptional verbal and written communication skills, including experience in effectively communicating financial concepts and key data to and collaborating with individuals with minimal to extensive financial knowledge
- Keen analytic, organizational and problem-solving skills that allow for strategic data interpretation
- Extreme detail-orientation
- Experience working in an environmental or social justice organization
- Ability to handle multiple tasks, work under pressure, and maintain attention to detail
- Ability to work flexible hours
- Must demonstrate the ability to be culturally competent in all aspects

QUALIFICATIONS AND SKILLS PREFERRED

- Deep commitment to Environmental, Social & Economic Justice and EHC's mission.
- Accounting degree or equivalent advanced degree
- 6+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- Bilingual (English/Spanish)

SALARY RANGE: \$77,300 TO \$86,600 SALARY COMMENSURATE WITH EXPERIENCE

BENEFITS: EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Generous Vacation and holiday benefits
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Personal and Wellness Leave
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Professional Development Opportunities

TARGET START DATE: Position open until filled.

APPLICATIONS: Submit cover letter and resume to Environmental Health Coalition at frontdesk@environmentalhealth.org. The subject line should read **Finance Manager 2022**, followed by your name. No phone calls, please.

MISSION: *Environmental Health Coalition is dedicated to achieving **environmental and social justice**. We believe that justice is accomplished by empowered communities acting together to make social change. We organize and advocate to protect public health and the environment threatened by toxic pollution. EHC supports broad efforts that create a just society and fosters a healthy and sustainable quality of life.*

EHC IS AN EQUAL OPPORTUNITY EMPLOYER

We believe in the value of a diverse workforce and we do not discriminate against anyone. If you require reasonable accommodation during the application process or in employment, please indicate such needs in your cover letter. EEO/ADA.