



Finance Manager

Detroit, Michigan

About Mothering Justice

Mothering Justice (MJ) is a non-profit organization in Michigan dedicated to empowering mothers of color to influence policy on behalf of themselves and their families. Through advocacy, leadership development, voter empowerment, and promoting family-friendly advocacy, Mothering Justice raises the voices of mothers and helps them become policy shapers. The overall goal of the organization is to have a well-organized group of mothers that can engage fellow parents and lawmakers around a variety of issues that affect working families.

For more information on Mothering Justice, visit www.motheringjustice.org.

Job Description

Since 2017, Mothering Justice has grown significantly from a team of five to over twenty staff members and is expanding its impact nationally. To support this growth, Mothering Justice is seeking a **Finance Manager** for its Michigan team. Under the direction of the Founding Director Michigan Executive Director, and the Operations Director the Finance Manager is responsible for the day-to-day accounting operations of the agency and will report to the Operations Director in the creation and development of policies regarding financial integrity, risk management, technology, and financial communications, of Mothering Justice. This position will guide the financial direction of the organization to ensure Mothering Justice is successful and financially stable.

Duties and responsibilities

- Responsible for daily accounting operations of the agency.
- Assist in the creation and development of policies regarding financial integrity, risk management, technology and communications, business operations, and facilities management of the agency.
- Ensure accounting software, data, and information reports are properly maintained. Provide evaluations and training to staff on accounting software.
- Assist in strategic planning, budgeting, financial planning, report, and relating activities using discretion, skills, talent, and experience in making MJ successful and stable.
- Assist in ensuring program and agency budgets are properly monitored, their status is communicated to appropriate agency leadership, and issues are identified and resolved as soon as possible.
- Works with Fund Development Director to develop financial forecasting for program managers and provides technical support to the program managers for daily, monthly, and year-end financial activity.
- Directs and conducts subcontractor financial monitoring field assessments in accordance with Federal, State, and funding source requirements, issues written reports and recommendations to subcontractors and their board of directors for action.



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- Manages and ensures the integrity of the financial information retrieved from the accounting database, serves as the financial database administrator for current and prior year fiscal years, ensures sound systems, processes, and controls are in place.
- Problem solves, meets stringent deadlines, develops, and maintains a superior proficiency in Excel and Accounting software.
- Develops, implements, and conducts training for non-accounting staff
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures, performing detailed analysis of current and historical financial positions, and consistent reporting
- Works in partnership with the program directors and the MI Executive Director and the Operations Director; continuously collaborating with program directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Essential Qualifications

- Five to seven years experience in high-level accounting; computerized accounting payroll systems and administrative procedures.
- Experience should include knowledge of non-profit financial reporting; staff supervision and a sound understanding of federal accounting and administrative controls.
- Any equivalent combination of education and work experience that provides the necessary knowledge, skills, and abilities for the position may be considered at the discretion of the Executive Director
- Excellent financial management skills including the ability to develop and maintain a multi-fund total accounting system of records reporting, audit trails, and reconciliation. Ability to operate computerized systems. Excellent communications skills, both verbal and written.
- Problem Solving, Decision Making, and Interpersonal Skills: Ability to work well with people. A high level of problem-solving, and decision-making skills are essential.
- Promote teamwork, participate as a team member with other Mothering Justice staff.

Education

- College-level degree in accounting; advanced degree in Accounting with CPA preferred.
 - o Training: General financial management.
 - o Certification/Licenses: Certified Public Accountant preferred.

The salary range for this role is expected to be \$70,000.00 - \$82,000.00 per year, with an actual salary commensurate with experience.



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How to Apply

Please send resume and cover letter to Human Resources at hr@motheringjustice.org Please put your name and "MJ Finance Manager" in the subject line. Applications will be reviewed on an ongoing basis.

Mothering Justice is an equal opportunity employer that values diversity. We do not discriminate in employment based on an individual's race, socioeconomic status, national origin, color, disability, religion, gender, age, marital status, sexual orientation, or gender identity and encourage all candidates to apply.