



Job Announcement

Finance Manager

The Organization

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For 25 years, hundreds of individuals, groups, foundations and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region.

Across all program areas, Community Partners works toward our organizational vision: A vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic and thriving communities.

Our work includes:

Fiscal Sponsorship

We provide the structure, finance and administrative services, expert counsel and connections that help nonprofit leaders succeed.

Intermediary Services

We help foundations, corporations, government agencies and other institutions achieve greater impact.

Knowledge Sharing

We offer workshops, reports, speaking engagements and a range of publications to help strengthen the field.

Community Partners today works with upwards of 163 fiscally-sponsored projects and 15 initiatives and manages roughly \$44 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services and youth. To learn more, please visit us at www.CommunityPartners.org.

THE POSITION

Community Partners seeks a full time finance manager. Reporting to the Director of Finance, this position supports the finance team in managing finance and accounting for core and project operations and other related activities as assigned.

RESPONSIBILITIES

Finance

- Work with finance team to maintain accurate general ledger and ensure timely month-end closing and reporting to projects. Conduct monthly bank reconciliation and internal audit on ledger accounts. Create journal entries for end-of-month activities as needed.

- Assists senior finance team members in maintaining a system of internal controls to ensure accurate financial statements and safeguarding of the organization's assets. Analyze and update (if needed) current processes in the finance department to mitigate against potential liabilities
- Prepare cash analysis reports for projects; educate project leaders and their staff in the principal theory of accounting as it relates to their project's financial statements
- Address questions project leaders and their staff have relating internal policies, procedures and all matters related to finance
- Work with projects to develop grant budgets
- Assess risk of project activities and ensure proper nonprofit compliance with laws
- Review monthly new project proposals with program team. Assess each proposal to see if the potential projects are a fit with Community Partners
- Conduct monthly new project orientation
- Work with finance team for annual audit and preparation of year-end tax and other regulatory reporting
- Contribute to team efforts by accomplishing other duties as needed.

QUALIFICATIONS

- Bachelor's degree (master preferred) in accounting, finance, or business-related field. Must possess a minimum of eight years' work experience in accounting or finance.
- Experience in the nonprofit sector a plus.
- Accounting software knowledge required (experience with AccuFund a plus)
- Must have excellent organizational, communication, and interpersonal skills as well as an acute ability to manage multiple projects simultaneously.
- Ability to work well in a team environment and maintain a high degree of confidentiality due to the nature of the position.
- Excellent client service and professional demeanor in communicating with staff members at all levels throughout the institution, as well as with vendors and others.
- High level of experience with Word and Excel required.

PHYSICAL

The employee is regularly required to sit for extended periods of time, frequently required to walk and stand. The employee must also use his/her hands to operate office equipment and reach with hands and arms. Employee may occasionally climb, stoop, kneel or bend. Employee may occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with special needs to perform essential job duties.

COMPENSATION

Salary \$75,000 – \$90,000

Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, flex spending, metro pass, and a range of professional development opportunities. Community Partners has a 9/80 work week option under which employees may elect to work 80 hours in 9 days and take every other Friday off.

APPLICATION

Interested applicants should send a cover letter and resume as a single PDF attachment to: Jobs@CommunityPartners.org. Please include "FINANCE MANAGER" and your name in the subject line of your email.

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring