



Justice for
Migrant Women

Finance Director
Job Description

About the Organization

Justice for Migrant Women is a cutting-edge organization committed to protecting and advancing the civil and human rights of migrant women. Women migrate around the world to pursue economic opportunities and/or to flee violence and other conditions that make it impossible for them to remain in their countries of origin. Women also migrate from state to state or region to region within their own countries. Often, as women cross regional and global borders to find work and other security, they are subjected to a range of injustices and instability.

Justice for Migrant Women was founded on the premise that all women who migrate, and their families, deserve justice, safety, security, and freedom to live without fear of violence. We seek to secure and protect rights for migrant women through a range of strategies, including policy and administrative advocacy, public education, and research.

We have a number of key initiatives, and expanded our work even further at the onset of COVID-19. Our major initiatives include: educating lawmakers and other officials about the discrimination & violence suffered by migrant women at work and in migration, safety for child farm laborers, equal pay and other general labor protections; educating the public about migrant women's rights and the rights violations they experience; rural civic engagement initiative focusing on the needs of migrant women and other marginalized community members to help ensure that political leaders consider their priorities; culture shift and narrative work centering migrant women, their families and experiences to create content accurately representing the lived experiences of migrant community members; and building power and making change through multi-sector and multi-ethnic collaborations to create issue-focused organizing spanning or reaching multiple workforces.

About the Position

Justice for Migrant Women (J4MW) is seeking a candidate who is detail oriented and has experience in managing financial activities of non-profit organizations to serve as our Finance Director. The Finance Director will report directly to the President & Chief Executive Officer (CEO). The Finance Director will be responsible for the management

and implementation of financial functions at J4MW including but not limited to preparing, reviewing and tracking organizational and department budgets, and overseeing cash flow. The Finance Director will work in close collaboration with the Chief Operations Officer and Chief of Staff, as well as the Chief Programs Officer.

J4MW is currently under a fiscal sponsorship agreement with Hispanics in Philanthropy, a non-profit 501c3; therefore, candidates will be employees of Hispanics in Philanthropy as the employer of record for related personnel and organizational guidelines and policies, but the position will remain under the supervision of the Justice for Migrant Women leadership team. J4MW anticipates receiving its own 501c3 status within the current calendar year.

This is a full-time position with a competitive compensation and benefits package. Due to the COVID-19 pandemic, the position will be a remote position through December 2021 (at least) with the possibility of a hybrid remote and in-person work arrangement from Fremont, Ohio, or Washington, DC, thereafter.

Position Responsibilities

Responsibilities include, but are not limited to, the following:

- Ensure all financial records of the organization are maintained accurately and produced on a timely basis.
- Develop and maintain financial accounting policies and procedures that ensure strong internal controls, timeliness and compliance.
- Supervise and maintain the relationship with the contract accounting firm.
- Oversee payroll processing and related compliance reporting.
- Work with CPA firm to prepare tax filings (990, 1099s).
- Coordinate organizational annual audit activities with CPA firm.
- Responsible for month-end closing process and leading the fiscal year-end close out activities.
- Review the General Ledger to ensure that activity and balances are timely reconciled and that adjusting journal entries are prepared when necessary.
- Lead annual budget planning and monthly forecast process with fiscal sponsor to ensure proper reporting.
- Administer and review all financial plans and compare to actual results with a view to identify, explain and address variances as appropriate.
- Prepare monthly and quarterly reporting packages for President & CEO, senior management, and Board of Directors.
- Provide oversight of accounts payable and receivable functions. Ensure that all payments and other disbursements are made in an accurate and timely manner.
- Oversee bank account reconciliation.
- Prepare and monitor budgets for grants and/or contracts.
- Work with the President & CEO, senior management and the Development team to create a fundraising plan.
- Prepare required financial reports for funding organizations.

- Develop and implement routine organizational and program-specific financial reports on projected and actual budgets.
- Support creation of board and senior management presentations providing an overview of the organization's results and updates to the financial budget for Board meetings;
- Until spinoff, oversee fiscal sponsor accounting and ensure alignment and accuracy.
- Provide fiscal oversight and control over the cash receipts functions.
- Implement and operate finance and accounting software packages and tools (J4MW currently uses Quickbooks Online).
- Responsible for keeping abreast of regulatory changes and ensuring the organization is compliant with GAAP, tax and other regulatory requirements.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Accounting, Finance or related field required
- CPA or MBA preferred
- Proven experience as a Finance Director, particularly in a non-profit organization
- Minimum of 5 years hands-on experience with accounting and financial management, preferably in a nonprofit organization with a budget of at least \$4 million
- Ability to design, manage and implement strategy
- Experience managing finance (accounting, budgeting, control and reporting) for nonprofit organizations with multiple funding sources
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting
- Knowledge of automated financial systems and system integration with non-financial applications. Mastery of Quickbooks is preferred.
- Thorough knowledge of GAAP including the accounting cycle, monthly and year end closing, financial reporting and analysis. Experience with chart of accounts design and job costing is preferred.
- Agility with standard office software tools (including advanced Excel skills), email, and internet tools (including Google Suite)
- Demonstrated initiative and creativity in suggesting and researching relevant new industry best practices
- Ability to complete tasks efficiently and with high attention to detail
- Ability to present complex financial information in a clear manner to senior leadership, Board members and staff
- Excellent analytical, strategic thinking and abstract reasoning skills, plus excellent organizational skills
- Experience working with accounting software and ability to anticipate infrastructure and software needs
- Excellent leadership, interpersonal, people management skills and verbal communication skills

- Excellent written, research, communication and presentation creation skills and experience
- Ability to manage multiple tasks independently, adapt to changing circumstances and thrive in a fast-paced and entrepreneurial environment while completing assignments in a timely manner
- Patience, good humor, flexibility and team spirit
- Demonstrated commitment to the values of diversity, inclusiveness, equity and empowerment
- Ability to maintain confidentiality

Employee Status: Full-time

Location: Due to the COVID-19 pandemic, the position will be a remote position through December 2021 (at least) with the possibility of a hybrid remote and in-person work arrangement from Fremont, Ohio, or Washington, DC, thereafter.

The anticipated annual salary range is \$90,000 - \$100,000, based on qualifications, experience and location. Additionally, we offer a range of benefits for full-time employees including medical, dental, vision, 401K matching, and life insurance, as well as sick, vacation, and paid holiday time, and other resources to support the overall well-being of team members.

Applicants should provide a cover letter describing your interest and matched abilities for this role, resume, and three references to information@justice4women.org. Some of these benefits, including insurance and 401K matching, are only available after a short waiting period. Emailed applications should include "J4MW Finance Director Application" in the title of the message.

Justice for Migrant Women, fiscally sponsored by Hispanics In Philanthropy, is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. We strongly encourage and seek applications from people with disabilities; people of all gender identities; people of color, including bilingual and bicultural individuals; veterans; and LGBTQI individuals. For more information about Justice for Migrant Women, go to www.justice4women.org.