



Job Title: Manager, Finance & Administration

Connections for Abused Women and their Children

Greater Chicago

Salary Range: \$77,000 - \$95,000 per year

Reports To: Director of Finance

About Us: Connections for Abused Women and their Children (CAWC) is committed to ending domestic violence. Using a self-help, empowerment approach, we provide a shelter for adults and children, counseling, advocacy, and a 24-hour hotline for people affected by domestic violence. We work for social change through education, service collaboration, and institutional advocacy.

CAWC has a team of 44 employees who are passionate about making a difference. We are seeking a skilled and experienced Manager of Finance & Administration to help manage our financial operations and support our strategic objectives.

Position Summary: The Manager of Finance & Administration (MoFA) will oversee all financial activities, including budgeting, financial reporting, and compliance. This role is crucial in ensuring the financial health and sustainability of the organization. The ideal candidate will have a strong background in non-profit financial management, particularly with government contracts. Reporting to the Director of Finance (DoF), the MoFA will be responsible for oversight of all finance, accounting, and reporting activities. The MoFA will support the DoF in presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Manager of Finance & Administration will lead all day-to-day finance operations with a growing budget currently at \$5m with a target of \$ 6 – 10 million in the next 5 years. The MoFA will begin as an individual contributor but may supervise a team of up to 5 staff members as the organization grows. Major functional responsibilities include accounting, accounts payable, accounts receivable, payroll, and grants administration. The MoFA will ensure that CAWC has the systems and procedures in place to support effective program implementation and conduct flawless audits. The MoFA will work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, they will partner with the DoF, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

Key Responsibilities:

- Oversee and manage the organization's financial operations, including budgeting, forecasting, and financial reporting.
- Ensure compliance with all federal, state, and local regulations, particularly those related to 501(c)(3) status and government contracts.
- Prepare and present monthly, quarterly, and annual financial statements to the Executive Director and Board of Directors.
- Manage the annual audit process and liaise with external auditors.
- Develop and implement financial policies and procedures to ensure efficient and effective financial management.
- Monitor cash flow and manage banking relationships.
- Supervise and mentor finance staff, ensuring professional development and performance management.
- Collaborate with program managers to develop budgets and monitor financial performance.
- Ensure accurate and timely processing of payroll, accounts payable, and accounts receivable.
- Provide financial analysis and recommendations to support strategic decision-making.

Qualifications:

- Bachelor's degree in accounting, Finance, or a related field; CPA or CMA preferred.
- Minimum of 5 years of experience in financial management, preferably in a non-profit organization.
- Strong knowledge of non-profit accounting principles and practices, including experience with government contracts.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent analytical, organizational, and problem-solving skills.
- Effective communication and interpersonal skills, with the ability to present financial information clearly and effectively.
- High level of integrity and commitment to the organization's mission.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.