

Job Announcement: August 6, 2018

Position Title: Finance Coordinator

Reports to: Chief Finance & Operations Officer; daily contact with Controller

Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

The Shriver Center is a 501(c)3 non-profit organization with a staff of 50 based primarily in Chicago. In 2017, the Shriver Center marked its 50th anniversary and adopted a strategic plan focused on growth and organizational excellence. In the past few years, the Shriver Center's operational budget has increased significantly, from \$4.3 million in 2014 to \$7.5 million in 2018. Accompanying this growth, the Shriver Center's focus has expanded the scope and reach of its work, attaining increasing national prominence.

Commitment to Race Equity: We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Finance Coordinator assists the Controller and Chief Finance & Operations Officer by supporting our day-to-day financial operations. As a key member of a three-person team, the Finance Coordinator provides services needed to process accounts receivable and accounts payable. The Finance Coordinator also assists with the annual budget process, audit preparation and reporting to the board and senior leadership. We currently use QuickBooks for financial management.

Responsibilities:

- Process vendor invoices including entering, coding, and matching them against contracts and receiving documents to verify accuracy;
- Ensure timely payment of vendor invoices;
- Process employee expense reports;
- Maintain vendor files;
- Contact vendors and/or consultants to resolve discrepancies in partial or duplicate billings, pricing, and documentation issues;
- Document accounts receivable by invoicing and recording payments and following up on past due invoices;

- Assist with month-end close deadlines and reporting requirements;
- Helps with preparation and reporting of the budget and enters it into QuickBooks;
- Assist the controller with audit prep work and helps during the audit;
- Assist the controller with 1099s and other tax issues;
- Assist with grant tracking and reporting as needed;
- Assist with analyses and special projects as needed; and
- Other duties as assigned.

Success Factors: Familiarity with accounting in a non-profit setting, ability to attend to detail and assure accuracy, strong data entry skills, good communication and interpersonal skills, creativity and flexibility to work as a member of a team in a growing organization, commitment to excellence, and a passion for our mission and organization-wide impact.

Requirements:

- A minimum of one year of accounting experience, preferably with a non-for-profit; and
- Advanced level Excel and QuickBooks skills.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately, closed when filled.

Applications: Send a cover letter and résumé to Linda Shapiro at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

