



GRANTMAKERS CONCERNED WITH IMMIGRANTS AND REFUGEES

Finance Manager

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant and refugee justice and belonging. As the nation's only immigrant-focused philanthropy-mobilizing organization, we work with our more than 140 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other philanthropic affinity groups to move money and power for immigrants, refugees, and asylum seekers.

In 2017, *Inside Philanthropy* named GCIR the Funders' Affinity Group of the Year for leading funder pushback to anti-immigrant policies. Today, amid both continued challenges and significant opportunities for immigrants, refugees, and asylum seekers, we are building on our 32-year history to drive short- and long-term immigrant-related philanthropic investments and advance a vision for a just, equitable, and inclusive society for all.

Our work in the philanthropic sector is grounded in the following values:

Justice: We are committed to racial, social, and economic justice.

Belonging: We believe that belonging is essential to building strong communities and a healthy democracy.

Humanity: We believe that everyone is connected by our shared humanity.

Courage: We believe that taking risks is imperative to achieve a just and equitable society.

Solidarity: We are united with other movements and communities in the pursuit of civil and human rights.

The [GCIR staff](#) comes from all walks of life, many of us with immigrant and refugee backgrounds and some of us with non-traditional career paths. We have an office in the San Francisco Bay Area and remote staff in Chicago, Los Angeles, New York, the Washington, D.C. metro area, Boston, and Washington State. GCIR members are local, state, regional, and national foundations that transcend issue areas, strategies, and geographic regions. For more information, visit www.gcir.org.

DUTIES & RESPONSIBILITIES: The Finance Manager supports GCIR's finance and operations functions and is essential to increasing the efficiency and effectiveness of our organization. This full-time exempt position reports to the Vice President of Operations under GCIR's matrix organizational structure.

Finance & Accounting

- Manage all financial procedures and systems to ensure internal controls, process efficiency and help to ensure that GCIR practices are “best in class” by innovating and implementing best practices
- Support the development of organizational and team budgets in partnership with the Vice President of Operations, including providing internal capacity building to staff teams on budget development and management
- Analyze financial data and present financial reports on a monthly and quarterly basis to the Vice President of Operations and the President
- Prepare and manage the annual fiscal audit and 990 processes in partnership with the Vice President of Operations
- Monitor GCIR’s accounting systems by reviewing statements on a monthly basis - checking for consistency, accuracy, and adherence to policies
- Review weekly accounting processes that the Operations Coordinator is responsible for such as deposits, and vendor payments
- Manage relationships with financial vendors including banks, credit card, and accounting and audit firms
- Monitor investments progress and work with investment manager to ensure desired growth and financial returns
- Oversee credit card and expense report processing with the Operations Coordinator
- Collaborate with the Development team to create project grant budgets, and financial reporting
- Manage the financial side of occasional grantmaking projects; including financial due diligence and reviewing financial reporting from grantees

Risk and Compliance Management

- Ensure timely filing of administrative filings to be compliant with our nonprofit legal exempt status
- Review all contracts for clarity, risk, and compliance with policies and procedures
- Draft contracts for external consultants and vendors; ensure clear scope of work and payments schedule
- Determine and procure the right level of insurance to mitigate operational risks
- Monitor all payroll state tax deductions through payroll platform and ensure state compliance; coordinate registration in new states of business
- Work with Employment Attorney to ensure that organization is in compliance with all labor and employment laws

Additional Responsibilities

- Participate in staff-wide projects, organizational planning, and events
- Assist with general organizational needs/projects as they arise

SKILLS & QUALIFICATIONS

Required Skills and Experience

- A minimum of 5 - 7 years of demonstrated experience in an accounting or finance role, preferably at a non-profit organization or philanthropic support organization
- Meticulous organizational skills, attention to detail, accuracy, thoroughness, efficiency, and timeliness in completing work
- Demonstrated expert knowledge of finance, accounting, and budgeting
- Ability to analyze financial data and prepare financial reports, statements, and projections; working knowledge of short and long-term budgeting and forecasting
- Strong background in financial systems; knowledge of automated financial and accounting reporting systems
- Excellent written and verbal communication and interpersonal skills
- Exceptional project management skills, including the ability to stay on top of multiple projects, plan backward from deadlines and anticipate obstacles, identify and involve appropriate stakeholders, and work effectively and independently under pressure and competing deadlines
- Excellent proficiency with QuickBooks Online, MS Word and Excel

Preferred Skills and Experience

- A bachelor's degree in an accounting or business field is preferred but not required for candidates with relevant experience
- Familiarity with philanthropy, including some grants management experience
- Experience working in an organization with remote teams and with a remote supervisor
- Experience training and helping staff teams to build financial capacity
- Proficiency with Salesforce

Desired Characteristics

- Demonstrated knowledge of and/or commitment to immigrant rights and social justice issues—and a desire to pursue a career in this field
- Ability to apply common sense and exercise sound judgment in problem solving
- A high degree of ethics, professionalism, and ability to develop a productive working relationship with GCIR staff, partner organizations, funders, and other stakeholders
- A natural sense of curiosity, good sense of humor, desire to work as part of a dynamic team, and ability to thrive in a fast-paced, ever-shifting environment
- Ability to “manage up” and work effectively and proactively with manager

LOCATION

GCIR is a virtual organization with team members across the country.

COMPENSATION AND BENEFITS

The salary range is \$85,000 - \$95,000 depending on years and type of experience, as well as level of education and training. GCIR offers a competitive salary and an excellent benefits package, including high quality employer-paid health insurance at 100% for employees and 75% for dependents, a yearly 401(k) contribution and 5% match, generous vacation, mental health days, and sick time, one week off between Christmas and New Year's Day, support for professional development, and an employee matching-gifts program.

TO BE CONSIDERED

GCIR is committed to building and retaining a talented, diverse, and inclusive team. Our team members represent diverse backgrounds, bring a wide range of educational, professional, and lived experiences, and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. We welcome candidates of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities and expressions. We strongly encourage people of color, women, LGBTQIA+ individuals, those from immigrant and refugee backgrounds, differently-abled people, formerly incarcerated people, and people of any and all historically marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

Please submit a cover letter and resume to jobs@gcir.org with "Finance Manager" in the subject line. For priority consideration, candidates are encouraged to submit materials by January 13, 2023. In your cover letter, please indicate why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.