



CHILDREN'S ALLIANCE

A Voice for Washington's Children, Youth & Families

Finance Director

Children's Alliance seeks a Finance Director to lead the full range of fiscal management responsibilities, from bookkeeping and financial reporting to key stakeholders, through budget development, regulatory compliance, cash management and strategic planning. The best candidate for this position will bring a demonstrated commitment to racial justice, an orientation to detail balanced with an inclination to strategic thinking, and expertise in nonprofit finance and accounting.

ABOUT CHILDREN'S ALLIANCE

At Children's Alliance, our mission is to secure opportunity for every child in Washington by effecting positive change in public policies, priorities, and programs.

We speak directly to state and federal decision makers to influence the policymaking process. We mobilize people so they can make a difference. We listen to and learn from our allies and members. And we advocate with families who are directly affected by racism and inequality.

We believe our mission will only succeed if we unapologetically, actively, and effectively fight to end racism and anti-Blackness.

Our culture is warm, informal, and collaborative. We work hard to be inclusive as we plan strategies, campaigns, and events. We dedicate time in staff and board meetings to better understand how racism shows up in the child-serving systems we seek to change, and in our own internal policies and practices.

This work is challenging; it calls for each of us to be vulnerable and to take risks. We strive to handle the challenges with care and compassion and learn from them together. For us, this work is central to our mission.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Participate as a member of the Management Team and staff the Finance & Operations Committee of the Board of Directors.
- Oversee Children's Alliance fiscal management. With the leadership team and the Board of Directors, foster strategic financial planning for organizational stability, both short and long term. Establish and monitor compliance with financial internal controls.
- Promote fiscal viability through the development and monitoring of the annual organizational budget. Incorporate organizational racial equity objectives in the development of program budgets and the expenditure of funds.
- Supervise bookkeeping tasks managed by the Administrative Manager; maintain the full spectrum of accounting responsibilities on QuickBooks and coordinate the annual audit of financial statements. Provide internal financial reporting to staff and board.

- Work with program staff in the development of funding proposals. Account for the utilization of grant proceeds and coordinate with program staff to ensure timely and accurate reporting to funders.
- Ensure regulatory compliance related to all financial matters, including lobbying activities.
- Coordinate with donor relations staff to facilitate planning and reconcile reporting systems.
- Participate in organizational activities such as staff workgroups, membership meetings, fund development events, and policy advocacy trainings.
- Other duties as assigned.

QUALIFICATIONS

- Seven to ten years of experience with full spectrum accounting, preferably with non-profit experience.
- Experience with QuickBooks and automated payroll systems. Curiosity and ability to continuously explore and advance Children's Alliance utilization of evolving tech systems.
- Experience with the development of grant funding proposals, grants management, and accounting for grant funding.
- A deep attention to detail and the ability to assess and distinguish what level of detail is pertinent for financial reporting and for organizational management.
- Supervisory experience, and a collaborative, solution-oriented nature; Children's Alliance staff frequently engage work in small teams. Demonstrated experience with fostering racial equity in the workplace and beyond.
- Preparation and capability for guidance, evaluation, and high performance in a virtual office setting, as current circumstances evolve.
- Proficiency in Microsoft Office and other PC applications.
- No one candidate is expected to possess all the qualifications listed above. In areas where aptitude and/or interest are greater than experience, candidates are encouraged to propose a plan for support.

COMPENSATION

The annual salary for this full-time exempt position is \$80,000 - \$90,000.

Children's Alliance offers a flexible work environment and 12 days of paid vacation in the first year with incremental increases in subsequent years, 13 paid holidays, and opportunities for sabbatical. The organization heavily subsidizes employee and dependent health and dental coverage and offers sick leave and paid family and medical leave.

APPLICATION INFORMATION

Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally proficient workplace. We strongly encourage applications from people of color,

immigrants, refugees, women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

To apply, send a cover letter and resume to jobs@childrensalliance.org with your full name and the title of the position (First name Last name, Finance Director) in the subject line of the e-mail.

We will review applications on a rolling basis. Applications will be accepted until the position is filled, although applications received after July 23, 2021, may not receive full consideration.