

Title: Director of Finance and Human Resources (HR)
Salary Range: \$75,000-85,000
Education: Master's Degree Required
Location: Atlanta, GA
Type: Full-Time

Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of *protecting and empowering immigrant survivors of crime and persecution*, is seeking a full-time Director of Finance and Human Resources (HR) to oversee business operations related to finance, human resources, office facilities and technology.

Responsibilities include:

Finance/Accounting:

- Plan, organize, direct, and monitor GAIN's general accounting, fiscal record keeping and reporting, and budget development
- Oversight of contributions, accounts payable (A/P), and accounts receivable (A/R)
- Using accounting software and support from the members of the Finance Team, maintain a general ledger of revenue & expenses, balance sheet, and other needed accounting data points
- Oversee GAIN's payroll processing
- Provide the Executive Director and GAIN's Board of Directors with financial reports and analysis detailing the funds available to and within the several financial venues in which the GAIN operates
- Support GAIN's contract accountant with the completion of month-end and year-end close procedures
- Report on and monitor the monthly, YTD, and Annual revenue & expenses against approved budgets
- Oversight of credit card transaction reconciliations, verifying receipts have been submitted for all transactions, review to ensure submitted receipts are appropriate, resolve questions that may arise or reclassify when needed
- Provide data and resources to leaders to help make informed decisions during annual budget preparation
- Coordinate with outside services to complete GAIN's audit and 990 submission
- Participate in monthly finance committee meetings with GAIN's Board of Directors
- Oversee the annual preparation and submission of W2s & 1099s

Human Resources:

- Manage GAIN's human resources functions, programs and procedures for all company employees.
- Oversee recruitment and onboarding of new employees.
- Manage all employee benefits including vacation, health insurance, short term disability and retirement.
- Conducts audits of payroll, benefits and other Human Resources programs and recommends actions or changes.
- Oversight and implementation of staff training and retreat and input on Board retreat.
- Oversight of periodic tax filings for contractors and employees.

Grants Administration:

- Provide assistance with financial reports and supporting documents for all grants, funding and contracts.
- Prepare documentation needed for reimbursements for government funding and all funding.
- Organize and maintain electronic grant documents in a shared file.
- Assistant with the preparation of data for grant applications and reports.
- Prepare grant reimbursements, if any, to vendors or subcontractors.

Programs Support:

- Ensure completion of staff timesheets in compliance with federal grant requirements;
- Oversee distribution of client assistance funds in accordance with GAIN's Client Emergency Fund
- Work with GAIN's Director of Client Care and Operations Manager to track and receive all Requests for Assistance (RFAs), invoices, W-9s, and other supporting documentation;
- Other duties as assigned by the Executive Director

Office and Operations Management:

- Serve as liaison to landlord, bank, liability insurance agent and others to help with the flow of operations.
- Ensure proper filing of corporate documents with relevant state and federal agencies.
- Ensure filing of all insurance documents
- Oversee risk mitigation and prevention organization-wide, including procurement of annual insurance policies.

Qualifications:

- Master's degree preferred, Bachelor's degree required from an accredited college or university with a major in accounting, or finance, or an MBA or MPA with an emphasis in management or a related field
- 5-7 years of increasingly responsible experience in financial management, accounting, financial analysis, budget preparation, and implementation of federal, state, and local laws, regulations, and related directives

- At least three (3) years of management experience
- Experience working with external auditors, vendors, and finance sources
- Demonstrated knowledge of Quickbooks, **required**
- Knowledge of Salesforce, WordPress, SurePayroll, Bill.com, GoToMeeting, Zoom, Google Suite, **preferred.**
- A proven ability to exercise discretion and independent judgment
- Experience with non-profit organizations, including federal grant management, **highly preferred**
- A passion for fulfilling GAIN's mission and/or serving vulnerable immigrant populations
- Excellent analytical and communication (written and verbal) skills
- Excellent ability to collaborate and work cross functionally across an organization

Benefits Include:

Comprehensive benefits include: 8 US holidays, 10-30 days paid time off days depending on tenure, fully-paid medical insurance for employee (dental insurance optional), 403(b) retirement savings plan, Employee Assistance Program, mileage reimbursement, and more.

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.