

Title: Director of Finance and Operations
Salary Range: \$85,000-90,000
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 Operations 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)
- Utilize accounting software and support from the members of the Finance Team to 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
- Manage 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
- Direct the annual preparation and submission of W2s & 1099s

Human Resources:

- Oversee GAIN's human resources functions, programs and procedures for all company employees.
- Manage 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.
- Coordinate company-wide trainings, retreats, etc.
- 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.
- Assist 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;
- Manage 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.

How to Apply:

To apply for this position, please email cover letter and resume to jobs@georgiaasylum.org

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.