



JANE
ADDAMS
RESOURCE
CORPORATION

Job Description

Title: Finance Manager
Department: Operations
Reports To: Finance Director & Vice President – Operations
Supervises: Finance Coordinators

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Center for Working Families (CWF) and Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services

The Finance Manager assists the Finance Director & VP-Operations in the supervision and execution of all functions of operations, including primary oversight of all finance and accounting activities, and facility operations functions, including; contracts, leases, maintenance, and resource allocations, as well as labor relations, staffing, compensation, benefits enrollment and administration.

Primary Duties

- Supervise Finance Coordinators, including but not limited to recruiting, hiring, providing direction, training, providing feedback and development, performance management and completing annual performance evaluations
- Assist with the accurate and timely completion of accounts payables, invoices, and recordkeeping as well as accounts receivables, cash receipts, and customer follow up
- Maintain and oversee vendor information, including accounts, access, and payment options
- Assist with compiling grant application financial information; assists in creating and completing grant financial reports
- Participate in cost allocation of personnel, occupancy, programmatic, and operational expenses

- Analyze and suggest cost reduction opportunities
- Coordinate and manage the annual renewal of general liability, worker's compensation and directors' and officers' insurance options
- Assist with negotiation of leases and contract review for all facility resources, with a strong focus on expense reduction
- Prepare and manage responses for external and agency audits
- Attend Management meetings and be an active member of JARC's Management Team
- Other duties as assigned

Secondary Duties

- Oversee all aspects of employee and labor relations including job postings, evaluations, disciplinary action, grievances, including managing, creating, implementing and maintaining policies and regulations related to employment and labor practices and compliance, assist in developing management positions on collective bargaining; serve as a resource to VP of Operations for collective bargaining, including developing reports and strategy input on management's strategy for collective bargaining, assist with collective bargaining meetings
- Responsible for maintaining personnel files and personnel information for JARC staff, limiting access to that data in a way that ensures employee privacy and upholds the agency's fiduciary responsibilities with respect to HR and finance operations.
- Provide input on personnel issues, including potentially confidential issues, serving as a trusted adviser to VP-Operations and the Finance Director, conduct confidential personnel investigations as assigned
- Manage payroll management & administration, ensuring 100% accuracy of payroll and benefit services, administration of employee benefit programs; manage annual renewals with external providers/brokers. (Medical, Dental, Life, Flexible Spending, L-T Disability, 403b), maintain employee files and records, PTO accrual, COMP and FMLA liabilities, Staff & HR Procedure Manuals and shared drive resources
- Be ethical role model for the Agency and ensure adherence to all legal and ethical laws and guidelines, ensure compliance in all areas of HR & Finance, including federal/state employment laws and the collective bargaining agreement
- Manage IT related matters in coordination with service providers
- Other duties as assigned

Team Functions

- Contribute to JARC's culture of maintaining a warm and welcoming environment including our open-door policy

- Assist with leadership development plans, support managers/directors with staff development, performance management and improvement plans
- Coordinate employee evaluations with management team ensuring timely and effective processes resulting in increased productivity and employee engagement
- Contributes to Agency's continuous quality improvement efforts
- Serve as ADA, EEOC and Safety Compliance Co-Manager
- Serve as a resource to President and EVP
- Support entire Operations Department as needed

Qualifications

- A minimum of a Bachelor's Degree and 5 years non-profit experience
- Ability to communicate effectively with customers, vendors, and employees at all levels of the organization
- Some experience with accounting software, purchasing, and vendor management
- Voucher preparation experience a plus
- Above average computer skills, specifically in Outlook, Word & Excel
- Evidence of maintaining high levels of honesty, confidentiality & trust
- Strong organizational skills including the ability to effectively prioritize tasks and meet deadlines in a fast-paced environment
- Takes ownership of problems and finding solutions that will meet the needs and standards of JARC
- Welcoming and respectful of a diverse team at all levels of JARC
- Professionalism, flexibility, good judgment and commitment to teamwork
- Passion for JARC's mission
- Bilingual skills a plus

Terms/Conditions

- Full Time (35+ hours a week)
- FLSA exempt
- Management
- Background check required
- Some weekend/evening hours required
- Must provide proof of legal identity and U.S. employment eligibility

Compensation

- Annual Salary Range - \$50,000 - \$55,000
- We offer a competitive benefits package, including Medical, Dental, Vision, 403B, Life, LTD Disability, Paid Holidays, and generous Paid Time Off

To Apply:

E-mail resume, cover letter, and references to: hr@jane-addams.org

Please include “Finance Manager” within the subject line. Inquiries without this in the subject line will not be reviewed or considered.

No phone calls please.

*Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/LGBTQ/Veteran/Returning Citizen/ Disabled*

All Are Encouraged to Apply