



**FREEDOM
FOR IMMIGRANTS**

JOB INFORMATION

Job Title: Finance & Operations Manager

Reports to: Executive Director

Department: Operations

Location: Remote (CA or Pacific Time Zone preferred, but not required)

Position Type (FT/PT): FT

FLSA Status (Exempt/Non-Exempt): Exempt

Created: August 20, 2024

Position Overview

This position will play a critical role in managing and strengthening the Freedom for Immigrants' financial, Human Resources, and day-to-day administrative operations. The Finance & Operations manager will manage relationships with our external bookkeeping and audit partners, lead the organization's budget creation process, and be responsible for collaborative policy creation and implementation. The manager will work closely with the Executive Director and the Development Director on the organization's finances. This role will manage key Human Resources tasks, including managing the relationship with our external HR service provider. They will also participate in FFI's collaborative strategic planning and other organization-wide decision making processes. All staff participate in ongoing learning and growth opportunities which will build FFI into an anti-racist and welcoming organization for all directly impacted people.

Essential Duties & Responsibilities

- **Finance**
 - Manage relationship with external bookkeepers to ensure timely and accurate accounting, including 990 filing
 - Manage relationship with external audit firm to ensure timely completion of annual audit
 - Support the creation of grant budgets
 - Lead the organization's annual budget building process in collaboration with all staff
 - Create, review, and improve existing operational policies and procedures to meet the changing needs of the organization and staff, and in alignment with the organization's strategic plan
 - Work closely with Executive Director to maintain best accounting practices around strong internal controls
 - Accounts payables

- Human Resources
 - Manage relationship with external HR service provider
 - Ensure registration with appropriate state agencies to support the hiring of remote staff
 - Manage employee payroll, leave, and reimbursements
 - Manage vendor relationships including contracts and payments
 - Work closely with Executive Director regarding any HR-related issues
 - Ensure renewal of benefits
 - Lead research and implementation of expanded employee benefits in alignment with the organization's strategic plan
 - Support department leads with hiring, onboarding, and offboarding in alignment with the organization's strategic plan
 - Complete timely W2 and 1099 distribution
- Administrative Operations
 - Maintain insurance coverage by ensuring timely reporting and payments
 - Coordinate bond returns and send funds back to contributors as needed
 - Support the planning and implementation of bi-annual all-staff retreats
 - Route incoming phone calls, mail, and faxes to staff
 - Build out the Operations Process Guide

Qualifications & Skills

- 7-10 years of proven experience in non-profit finance and operations
- Strong organizational and project management skills to successfully manage multiple overlapping projects
- Skilled communicator who can make financial and operational concepts accessible and transparent across the organization
- Ability to approach staff needs and concerns with equity, sensitivity, and confidentiality
- Creative problem solver with the ability to handle change with patience and understanding
- Collaborative and adept at soliciting input and working toward consensus in a team setting
- Ability to work independently in a fully-remote and online environment
- Demonstrated commitment to abolition, black liberation, immigrants rights, incarceration, or other social justice causes impacting communities of color
- Proficiency in Quickbooks, Bill (Accounts Payable plus Spend & Expense), Google Workspace, Microsoft Word and Excel
- Working knowledge of HR payroll platforms, project management software, password managers, Zoom, and Slack

Compensation and Benefits

This is a full-time, exempt, salaried position. The salary range begins at \$85K. All FFI staff are offered a comprehensive benefits package that includes medical, dental, and vision plans. Paid time begins at 25 vacation or closed-office days in your first year, sick and mental health leave, 13 holidays, and a generous sabbatical policy. Other benefits include life insurance, long and short-term disability, retirement planning with an employer match, remote office and cell phone stipends, and professional development funds.

Application Process

Please email hr@freedomforimmigrants.org with the following information:

- In lieu of a cover letter, please provide responses to the following:

- 1) What does abolition mean to you?
- 2) Why do you think Black liberation is relevant and or important to this work?
- 3) FFI is working on being fiscally transparent with staff. How would you engage staff with limited finance experience in discussions about organizational budget, audits, and financial planning?
- 4) What approach do you use to proactively keep multiple projects moving in different departments?
- 5) What questions do you have about FFI or the Role?

- Resume

- Include your first and last name followed by “FFI Finance and Operations Manager” in the subject line

Applications received by [September 30th](#) will be prioritized. Applications will be reviewed until the opening is filled. Applications that do not respond to cover letter questions will not be considered.

Equal Opportunity

FFI is an equal opportunity employer, and we strongly encourage and seek applications from women, BIPOC, immigrants, people with disabilities, people who are bilingual or multilingual, including nonnative speakers, as well as members of the lesbian, gay, bisexual, and transgender communities. FFI is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. FFI strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and/or weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the job responsibilities, accommodations will be made to enable people with disabilities to perform the job's essential functions.

Thank you!

Finally, thank you for taking the time to read this job description. We’re looking forward to getting to know you!