

JOB DESCRIPTION – FINANCE MANAGER

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The Finance Manager will support the Deputy Director of Operations and Finance in carrying out the financial responsibilities for EverThrive Illinois. The Finance Manager will work on Accounts Receivable/Payable, financial reporting, payroll and benefits coordination, government and corporate grant revenue tracking and reporting, and assist in organizational budget development. The Finance Manager will report to the Deputy Director of Operations and Finance.

RESPONSIBILITIES

Financial Management

- Manage organizational budget, cash flow, accounts payable and receivable
- Process and track Accounts Receivable and Accounts Payable in financial software, QuickBooks
- Complete quarter end reconciliation to Form 941
- Prepare cash deposits for the bank and deposit checks
- Calculate Direct Labor Dollars and allocate indirect quarter-to-date costs to all foundation, not for profit and government active grants by class in QuickBooks.
- Track temporarily restricted funds and prepare release journal entries as appropriate
- Assist with bi-monthly payroll processing and financial aspects of benefits administration
- Complete monthly reconciliations of all corporate bank accounts and credit cards.
- Maintain fixed assets and depreciation schedules
- Assist with the preparation for the annual audit
- Maintain accounting controls by updating policies and procedures
- Review organizational budget and identify potential issues or challenges through the year
- Assist with analysis of organization's financial performance and long-term forecasts
- Assist the Deputy Director of Operations and Finance with compiling financial reports monthly
- Assist in preparing the Form 900 and AG-990-IL tax returns
- Monitor 401(k) liabilities and remittances throughout the year
- Other duties as assigned

Grants Management-Compliance

- Work with Development and Program Teams to prepare financial materials for new and renewed contracts
- Support budget creation, budget projections and analysis of expenses for government and foundation grants
- Create invoices in QuickBooks for all new grant awards and amortize grant revenue over the life of the grant as appropriate
- Summarize and track year-to-date government, foundation and corporate grant revenue and expenditures to ensure expenditures are spent within the allotted timeframe and provide updates to program staff on grant expenditures
- Compile and submit monthly grant government financial reports
- Compile quarterly departmental profit & loss reports
- Ensure internal financial controls align with government grant requirements and general accounting standards



QUALIFICATIONS

- A Bachelor's degree in Finance/Accounting and a minimum of 3-5 years of accounting/financial management experience
- Experience working with government and foundation grants and contracts preferred
- Preferably non-profit accounting experience
- Ability to organize and multi-task
- Strong interpersonal skills; ability to interact at all levels of the organization; as well as an understanding of organizational dynamics
- Experience with Microsoft Office and QuickBooks
- Strong written and verbal communication skills

TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Shows ownership and sound judgement in decision-making, including others in process as appropriate
- Resolves problems in early stages
- Understands audience and power dynamics when communicating and tailors communication accordingly
- Presents data effectively
- Demonstrates accuracy, thoroughness, and commitment to excellence
- Open to new ideas and processes
- Reacts well under pressure
- Drives innovative approaches to achieve program outcomes

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$60,000 to \$65,000 based on experience and qualifications.**

Excellent benefits include comprehensive health and disability insurance, paid parental leave, paid sabbatical after five years of employment, and generous paid time off including the week of July Fourth and the week off between December 25 and New Year's Day. New employees qualify for insurance benefits the first of the month after date of hire. We also offer a flexible remote home/office working arrangement. [Learn more about our organizational culture and benefits here.](#)

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Finance Manager. No phone calls please.

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