

Senior Director of Finance

Job Description

We are looking for a motivated individual who will be responsible for developing and directing the financial strategies and operations of our organization's multi-entity \$2.4M budget. Our ideal candidate is honest and innovative with a passion for promoting justice—specifically as it relates to those impacted by mass incarceration. Working as a member of our senior leadership team and reporting to our CEO, our Senior Director of Finance will be given autonomy, responsibility and flexibility in overseeing our financial footprint.

Position Status: Full-Time with one flex-day (remote) option.

All Square is seeking a Senior Director of Finance to join our growing team

- The Senior Director of Finance will work in close collaboration with our CEO and Director of Programs & Operations, providing financial expertise to the senior leadership team while being responsible for compliance, risk management, budgeting, overseeing audits, investments, and business administration of the organization. In addition to having a short and long-term impact on the operations of the organization, the Senior Director of Finance will also provide financial analysis, nonprofit sector expertise, and strategic planning in order to strengthen All Square's financial position.

Who We Are

- All Square is a nonprofit social enterprise that invests in those impacted by mass incarceration. Our mission is to heal the harms created by the criminal legal system.

What We Do

- We deploy innovative interventions to transform the harms created by the criminal legal system. We carry out our work through our four core pillars: our fellowship program, our craft grilled cheese restaurant and food truck, our Prison to Law Pipeline program and our law firm (collectively known as “The Legal Revolution”). We also have an event space (called the “Dream Lab”) where we hold community events and gatherings.

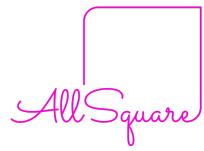
What You'll Do

- Maintain, protect the integrity of, and perform the day-to-day financial and accounting operations of the organization, ensuring that appropriate systems are in place to maintain effective internal controls.
- Provide guidance in the development of financial and administrative policies and procedures, ensuring all financial records, reporting and financial practices comply with Generally Accepted Accounting Principles (GAAP), as well as all legal and regulatory requirements. Ensure all financial practices and processes are documented and implemented effectively.
- Provide timely and accurate hands-on accounting including month-end close and accounts payable processing with assistance from our Executive Administrator.
- Lead the planning and preparation of the annual operating budget and workplan, as well as ongoing re-forecasting throughout the fiscal year.

- Develop, monitor, and report on all budgets and financial statements, ensuring reports are accurate and timely. Provide financial analysis and reports as needed for internal and external use. Develop KPIs and performance metrics to be utilized in operations.
- Collaborate with the CEO, Director of Programs & Operations, and Director of Philanthropy on grant proposals, budgeting, and reporting for programs and projects, including but not limited to, our Restaurant Fellowship Program and Prison to Pipeline Program.
- Oversee and prepare for the annual audits, tax returns, and other required federal and state reports.
- Support the finance committee of the Board of Directors in meeting its financial governance and oversight responsibilities. Assist in establishing meeting agendas and in selecting and engaging outside auditors and advisors as needed.
- Advise HR on employee benefit programs, including the organization's health insurance plan and 401(k) retirement plan.
- Process and manage payroll through an outside service provider.
- Manage the organization's risk insurance coverage, ensuring appropriate coverage through contract review and oversight.
- Collaborate as an active member of the All Square senior leadership team.
- Contribute to a positive and professional work environment that values diversity, respect, and constructive interaction resulting in shared commitment to our mission of healing the harms created by mass incarceration.
- Manage other responsibilities, as assigned.

Qualifications:

- Minimum 5 - 7 years experience in finance and accounting positions, including experience in nonprofit financial accounting and management.
- Individuals with criminal records are encouraged to apply.
- Experience with nonprofit and/or social justice spaces preferred.
- Strong knowledge of GAAP and nonprofit accounting standards and best practices, including preparation of financial statements, tax returns, compliance, and other reporting.
- Experience with multi-entity structure organizations is highly desired.
- Proficient use of accounting software (QuickBooks Online preferred) and Microsoft office products. Strong Excel skills required.
- Demonstrated knowledge and experience with employment and HR practices, payroll, and administering and implementing employee benefit programs and services.
- Experience with financial recording keeping for charitable gifts and donations.
- High ethical standards with the ability to maintain confidentiality, ensure data privacy, and secure sensitive information.
- Ability to manage and nurture critical relationships with community leaders and board members.
- Ability to meet deadlines, plan, organize, implement, manage, and complete multiple projects simultaneously and independently.
- High emotional intelligence, high cultural competency, strong personal alignment with the organization's racial equity values.

**Compensation**

Starting annual salary range between \$80,000 - \$90,000 with significant growth opportunity as the organization expands. Health, dental, vision, 401k.

We invite all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the racial equity, cultural vitality and perspective of our team.

Please submit your cover letter and resume to: finance@allsquarempls.com

All Square is an Equal Opportunity Employer