

Northwest Justice Project Director of Finance Seattle

Northwest Justice Project (NJP) is the State of Washington's state and federally funded provider of comprehensive civil legal aid services to people in or near poverty.

Every year, NJP provides vital legal assistance and representation benefiting tens of thousands of low-income persons to address fundamental human needs including housing, family safety, access to health care, and income security among other needs. As the state's largest provider, NJP's nearly 200 attorneys deliver individualized and systemic client services from 21 office locations across the state, through a variety of service models including a statewide legal assistance hotline, specialized population based and substantive law units, and an extensive public web site with self-help legal resources in multiple languages and formats.

NJP enjoys a national reputation for excellence in its client service delivery and its administrative and financial operations. NJP's reputation for excellence was acknowledged by a major gift from philanthropist Mackenzie Scott's Yield Giving Foundation.

NJP seeks a **Director of Finance** (DoF) to work at its Seattle headquarters.

As a member of the Executive Leadership Team, the DoF plays a critical role in developing and implementing NJP's overall financial strategy to carry out NJP's mission and advocacy objectives. The DoF manages and oversees the accounting team, which focuses on NJP's finances, financial reporting, budgeting, fiscal policies, and fiscal compliance.

The DoF is a fiduciary of the organization in conjunction with the Executive Director, the Executive Management team, the Board of Directors and the board's Audit Budget Committee. The DoF oversees financial compliance for government (federal, state, and local government) contracts and private grants. NJP, a 501(c)(3) not-for-profit corporation, has a budget of more than \$50 million with funding from more than 25 federal, state, local government sources, foundations, and other private donors.

NJP's largest funder is the State of Washington Office of Civil Legal Aid (OCLA). NJP is subject to an annual independent audit in accordance with government auditing standards, federal uniform guidance and compliance with regulations of the federal Legal Services Corporation (LSC).

This role requires continual adaptation to an evolving environment and the ability to thrive in a collaborative and deadline-oriented workplace. In addition to financial management expertise, this position requires excellent leadership and management abilities. In addition, communication and teamwork with centrally based executive and accounting staff and with staff who have grants and contract management responsibilities within local offices and program units are critical. NJP's management and its board share a commitment to promoting the organization's values and commitment to diversity, equity, and inclusion.

NJP requires all employees to be vaccinated and boosted against COVID-19. Proof of COVID vaccine is a condition of employment at NJP. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

RESPONSIBILITIES

Financial and Operational Strategy & Management

- Support the Executive Director in fulfilling NJP's mission and vision and help ensure ongoing alignment between financial, operational, and programmatic objectives.
- Apprise and assist the board's Audit & Budget Committee in its responsibilities as to the organization's finances. Work with the board and the board's Audit Budget Committee to set an annual budget, and select and engage outside consultants (e.g., auditors, investment advisors), as needed.
- Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress. Present financial metrics both internally and externally.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, Federal Uniform, Guidance, regulatory compliance, and audit requirements.
- Maintain robust internal control safeguards and oversee financial, compliance and regulatory audits.
- Manage cash flow and forecasting. Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
- Provide reports on a regular basis, and as directed or requested, to keep the board and senior leadership informed of NJP's finances and the operation and progress of compliance efforts.
- Serve as a Fiduciary for NJP's 403(b) plan and oversee preparation of plan's financial statements and the annual 403(b) plan audit.

Professional Development of Office/Unit Staff

The Director of Finance provides regular professional assessments of unit staff and assists in identifying resources to develop skills and tools related to supporting, motivating, and challenging staff in their daily work. In addition, the DoF supports staff in the department with the following:

- The effective day-to-day supervision staff
- Identifying, addressing, and/or creating staff leadership and performance opportunities
- Training and professional development needs of staff
- Recognition and visibility for staff accomplishments within NJP and externally; and
- Addressing performance deficiencies, and other personnel-related issues.

Compliance/Accountability

The DoF, in coordination with Executive Management, is responsible for supporting department staff in leading their office/unit in a manner that implements and furthers:

- NJP hiring practices
- Program process related to performance review of office/unit staff;
- NJP's Race Equity and Justice Initiatives
- Administrative and accounting procedures, including timekeeping and grant compliance
- Personnel policies
- Collective Bargaining Agreement
- NJP Program Policies
- Caseload guidelines
- Other policies and procedures as from time to time established and/or revised by NJP

Team Management & Collaboration

- Ensure the accounting and finance teams are committed to delivering excellent customer service to staff, including identifying, developing, and implementing new systems that best serve NJP's staff.
- Collaborate with the Deputy Director, Operations Director, Human Resources Director, Information Technology Director, Development Director, senior leaders and their teams, including grants and contracts managers.
- Support, provide financial guidance to, and collaborate with all NJP program offices and units, and employees with financial responsibilities.

Equity and Inclusion

NJP has adopted the [Washington Race Equity and Justice Initiative](#) (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments and approach their role with a desire to learn and grow in this area. As member of the executive leadership team, the DoF plays a critical leadership role in advancing NJP's REJI commitments and our work to center race equity in NJP's decision-making, support staff's anti-racist growth and development, and is committed to identify, and work to address NJP's shortcomings and challenges in advancing our REJI commitments

QUALIFICATIONS

The DoF will have the following experience and attributes:

- Seasoned fiscal leader with a minimum of 10 years of broad finance experience in accounting and auditing, managing teams, and experience leading the development and implementation of financial systems, policies, and procedures. The candidate will have experience managing the finance function (accounting, budgeting, internal controls, reporting and compliance) within a multi-office, multi-funder, diverse, division-based entity.
- CPA and/or MBA preferred
- Agile, hands-on, and fully engaged executive with integrity and a desire to work in a fast-paced and demanding environment

- Experienced supervisor, leading diverse teams with a commitment to inclusive and equitable approach staff management and development
- Excellent written and verbal communicator; able to engage in difficult conversations with sensitivity, thoughtfulness, and providing visibility into NJP's decision-making
- Strong analytical skills and experience translating a strategic vision into an operational model
- Understanding of and experience with non-profit entities, non-profit audits, and financial compliance reviews
- Demonstrated understanding of cost accounting, allocation methods, and best practices to ensure proper contract costing
- Experience partnering with operations departments, including IT, to develop and manage financial management systems and tools
- An ability to communicate complex and nuanced financial information to lay professionals
- Commitment to the organization's mission and social justice
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with unionized environments and/or law firms are a plus

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization.

NJP offers an attractive overall compensation and benefits package, including a competitive salary, healthcare, 403(b) retirement plan generous vacation, holidays, and other time-off benefits.

Pay range - \$140,000 - \$190,000

To apply: Please send your resume and cover letter to resume@nwjustice.org

Application Deadline: Position is open until filled, with priority given to candidates who apply by December 8, 2023

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519 or emailing attorneyresume@nwjustice.org