



Legal Aid Seeks Director of Finance and Administration

Are you an experienced Finance and Administrative professional, looking to be part of a very successful, and tenured management team, in a setting that empowers and impacts individuals, families and communities?

Legal Aid is seeking a **Director of Finance & Administration** to replace the incumbent Director of Finance and Administrative Operations who will retire in 2019.

Legal Aid is a non-profit law firm whose mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid in the United States. Legal Aid's 81 staff (including 47 attorneys) and more than 3,000 volunteer lawyers use the power of the law to improve safety and health, shelter, and economic stability for low income clients.

Legal Aid has 4 locations (2 are rented and 2 are owned – 1 by a subsidiary organization) from which it serves Cuyahoga, Lorain, Ashtabula, Lake, and Geauga Counties.

Legal Aid has an \$11 million annual budget, a \$4.6 million Board Reserve and a \$170,000 endowment. Legal Aid has more than 200 funding sources, including federal, state and local government, foundations, United Ways, law firms, and corporations, as well as 1,300 individual financial supporters. In 2018 Legal Aid launched the 3-year Campaign for Legal Aid, raising \$5 million in the first year in multi-year pledges. Legal Aid's funding sources require an annual OMB A-133 Audit. Legal Aid is also required to comply with regulations and guidelines of its primary federal funder, the Legal Services Corporation.

For more, visit: www.lasclev.org.

The Successful Candidate will:

- Oversee the timely and accurate reporting of financial results.
- Become a true partner to the organization by providing guidance and support, e.g., analysis, cash management, performance metrics, KPI's, etc.
- Push for higher levels of performance in key areas outside the finance function as the organization broadens its offering.

RESPONSIBILITIES

- Ensure strong financial controls and risk management.
 - Provide confidence in reporting; assuring the accuracy of numbers, the back-up to support the data and the consistency in the monthly close.
 - Oversee the approval and processing of revenues and expenditures, department budgets, ledgers, account maintenance, and data entry
 - Recording, reconciling, and reporting financial information, including financial statements, while ensuring record systems are maintained in accordance with generally accepted auditing standards

- Ensure compliance with financial regulations, local, state, and federal compliance and reporting requirements/lender covenants
- Coordinate external audit requirements and manage the external public accounting as required
- Manage finance, accounting, billing, and auditing procedures
- Tax planning; property & entity (if warranted)
- Financial planning, budgeting, and forecasting
 - Lead the ongoing annual budgeting process and provide accurate and timely financial forecasting
 - Provide senior management with current and accurate financial cash forecasting, including campaign gifts to support decision-making
 - Vendor management
 - Manage cash needs, including; planning & forecasting
 - Develop annual CAPEX budget
- Business support
 - Business interpretation of financial information
 - Report and monitor key performance indicators
 - Create analyses to support fact-based decision making
 - Participate and/or lead negotiations with lenders, suppliers
- Performance management
 - Design and implement financial reporting & analysis tools. Recommend organizational and operational improvements based on data analysis
 - With the support of management lead and assist in the improving the rollout of a robust financial dashboards, with office/operating level KPI's
 - Participate and help drive operational improvement initiatives within the finance organization
 - Support identifying and executing the implementation of strategic initiatives
 - Manage company expenses and cost controls
- Board of Directors
 - Work closely with the board of directors, and committees (Finance Committee) tied providing accountability, support, guidance and direction
 - Create regular reports and analyses on the status of the organization.

QUALIFICATIONS

EDUCATION:

- Bachelor's degree in business administration, accounting, or finance.
- C.P.A. or equivalent experience is preferred.

EXPERIENCE:

- **Leadership Experience:** Identified as a leader of people. Not afraid to make tough choices. The successful candidate will have recruited and hired best in class athletes. Earmarked as a mentor and coach, this businessperson will be recognized as someone who has groomed successor candidates in previous roles.
- **Work Experience:** 15+ years of progressive experience leading the day-to-day financial organization of a small to medium-sized services organization.
 - Experience in non-profit financial management, including management of federal government grants, is preferred.
 - Experience in developing a capital expenditures (CAPEX) budget.
 - Extensive experience leading all functional aspects of finance including financial planning and analysis, reporting, audit, tax and risk management.
- **Business Experience:** Identified as a change agent. Ability to embrace the organization's mission, culture, and philosophy of providing superior service to the client within a high-performance work culture where all associates are empowered. Recognized as a businessperson first, financial executive second. Historical experience would detail the ability to achieve and be recognized through career growth and promotion.
- **Cognitive Skills:** Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive presentations on controversial or complex topics to management, board, stakeholders and community.

Compensation & Benefits: The salary for this position is competitive to the market and dependent on experience. Legal Aid offers an exceptional benefits package including healthcare, life and disability insurance, retirement savings plan with up to 13% employer contribution, and much more. Visit www.lasclev.org/careers/overview for more information.

To Apply: Send a cover letter, resume to: careers@lasclev.org, listing "Director of Finance & Administration" in the subject line of the email. Applications will be accepted on a rolling basis until position is filled.

Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.