



Job Title	Finance Manager
Reports to	Chief Operating Officer
Location	Brooklyn, NY (remote candidates welcome if residing within the Central or Eastern time zones)
Status	Full-time
FLSA Status (OT eligibility)	Exempt

ABOUT GIRLS FOR GENDER EQUITY

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color and GNCNB youth of color.

GGE began in response to community needs for girls of color to have safe and equitable fitness and leadership development programming. The rape of an 8-year-old Black girl on her way to school in Bedford-Stuyvesant, Brooklyn led GGE to become a nonprofit organization in 2002, addressing the root causes of gender-based violence and promoting gender equity, human and civil rights for young people of color. GGE is continuing to expand as the needs of our constituents and our base of supporters grow.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

POSITION

Girls for Gender Equity is hiring a **Finance Manager** to provide day-to-day accounting, budget, and financial management as well as contribute to long-term strategic and analytical input to organizational financial matters. The Finance Manager will report directly to the Chief Operating Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Accounting, Reporting, and Planning (60%)

- Work with executives and CEO to establish organizational budget projections and strategic planning
- Assist in updating the organization's fiscal manual to best reflect current needs and practices
- Ensure that program and organization financial documentation and reporting is robust, complete, and aligned with accounting best practices
- Manage general ledger and monthly close; oversee accounting records retention
- Produce financial data and analysis for organizational reporting, including monthly reports by directors, quarterly and annual reports, board reports, and donor reporting
- Work with auditors to prepare and ensure the filing of financial statements and relevant tax documentation, including tax returns, 990 forms, and contractor/vendor forms
- Maintain depreciation schedule, ensure that it is reflected in budgeting and planning processes
- Review and fulfill payment requests and invoices to vendors, program participants, and other external parties
- Complete necessary processes of booking, documenting, and reconciling payroll and employee benefit needs



- Track receivables, liabilities, assets and monitor interest-bearing accounts
- Audit individual accounts on a random or scheduled basis

Grant Management and Donor Relations (25%)

- Participate in grant reviews, maintain tracking inflows and outflows of restricted and unrestricted funds
- Maintain and/or create financial tracking tools to facilitate fiscal management of grants and contracts
- Contribute to grant proposal budgets and provide other relevant financial information for business development efforts
- Prepare grant and contract invoicing/billing

Coordination (15%)

- Work with programs, campaigns, operations, and development teams as needed to ensure harmonization of financial processes and documentation
- In coordination with directors, track staff and consulting lobbying time and city/state filings
- Actively participate in and/or facilitate cross-team and all-staff meetings/trainings based on current needs and priorities
- Field finance-related questions from staff as needed; act as resource for bookkeeper and operations colleagues on financial matters
- Serve as the focal point for any external accounting or financial review entities, including funders, auditors, and accounting firms
- Other coordination and tasks as requested by the executive team

EXPERIENCE, SKILLS & QUALITIES

Experience

- Minimum of 5 years experience in non-profit finance, accounting, and/or operations, with 501(c)3 organizations
- Strong knowledge of GAAP and extensive accounting experience, including month-end and year-end close, cost allocation procedures, and payroll.
- Ability to present financial information clearly and effectively to different audiences
- Demonstrated ability to contribute to complex organizational budgeting and financial planning
- Some experience with database development preferred, such as Salesforce and other CRMs
- CPA strongly preferred

Skills

- Excellent math, written, and oral communication skills.
- Ability to work independently
- Strong facility with QuickBooks, Intacct, Monday, Expensify, and spreadsheets. Proficiency with Google Workspace and basic conferencing software
- Ability to multi-task and assess priorities, with a keen sense of organization and time management

Qualities

- Committed to advancing GGE's mission and work;
- Growth-oriented, passionate, and energetic, with a strong work ethic;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;



- High level of self-awareness and ability to give and receive feedback well.

Desired but Not Required:

- Lived experience with school pushout, the criminal legal system, navigating gender, gender-identity, and/or racial equity issues.

Compensation and Benefits: Compensation is \$70,000 and commensurate with experience. Benefits include full health care benefits, paid vacation commensurate with years of service, and 401k plan with employer match after one year of service.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision, and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

How to Apply:

All applications will be received via email. No phone calls or snail mail, please.

All applications must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: JoinTheTeam@ggenyc.org

Subject Line: **FINANCE MANAGER/YOUR NAME**

Applications will be reviewed on a rolling basis. Start date ASAP.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.