

Job Description
Finance Director



Acclivus, Inc. is a community health organization, focusing on the health and well-being of individuals living in Chicago's most vulnerable neighborhoods. Acclivus uses an intentional social network to serve vulnerable individuals, primarily those from communities that are disproportionately impacted by compounding barriers to health and success. Acclivus provides resources and support to assist a person with personal and professional growth. The goal is for each person to thrive as they overcome social challenges that may include, but are not limited to: chronic exposure to violence and trauma, poverty, a criminal

background, disproportionately high rates of serious health conditions, and limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, Acclivus provides programs and services to address trauma, decrease health disparities, reduce incarceration, enhance educational opportunities, and increase employment options for individuals and their communities.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

JOB DESCRIPTION

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Position: The Finance Director will perform a variety of financial management tasks required to support the Finance Department of Acclivus Inc. The Finance Director will be responsible managing contractor payments, budget planning, management, and analysis. Completes accounting within accounting software at the direction of Senior Accounting Manager and Executive Leadership. The Finance Director reports to the Senior Accounting Manager.

Responsibilities include, without limitation:

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- **Contractor Onboarding Checklist:** Manage the onboarding checklist and delegate to administrative staff any non-finance related checklist items such as filing W9s, background check completions, and contracts into Redcap. Obtain bank verification forms from all contractors to be utilized for direct deposit payment purposes.
- **Contractor Schedule:** Maintain and update a schedule of all contractors across all operating grants of the organization and oversee payment terms and grant allocation. Ensure that all contractors are paid on-time monthly and have submitted recurring invoices if applicable.
- **Contractor Payment Approval:** Obtain approval from site supervisors and send approved payment voucher templates to an authorized bank user to be paid via ACH or other payment option if applicable.
- **Competitive Procurement:** Complete competitive procurement process for contractual services.

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- Maintain new grants and budgets: Add and update budgeted amounts in QuickBooks once initial budgets or budget revisions are approved.
- Revenue Recognition Entries: Record monthly revenue recognition entries.
- Audit Preparation: Support agency audit preparation and audit related activity is at the discretion of Senior Leadership.
- Other duties as assigned

Qualifications: Applicants must have a bachelor's degree in accounting, finance, or equivalent. Accounting or Finance previous experience, in particular within non-profit sector, is desirable. A working knowledge of Microsoft Office (i.e. Word, Excel, PowerPoint) with strong proficiency in Excel is necessary. Working knowledge of QuickBooks accounting software is desirable. Must have good communication skills (both written and verbal,) and must be able to use a computer with proficiency for daily tasks such as sending emails and creating documents. Requires a high degree of accuracy during data entry and worksheets totals validation. Applicants must have a good understanding of the role of service provision in addressing issues of poverty and social justice as well as familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County. Fluency in a second language is a plus. Flexibility and ability to work occasional evenings and weekends are essential.

Salary: \$80,000 annual salary