



JOB DESCRIPTION – DIRECTOR OF FINANCE & OPERATIONS

The Director of Finance & Operations of The Chicago Bar Foundation (CBF) is responsible for the day-to-day management of the CBF's finance, database and record keeping systems, other administrative duties, ensuring that the CBF runs smoothly, and assisting with the CBF's fundraising and events. The Director of Finance & Operations reports to the CBF's Associate Director for Grants & COO.

The CBF, a nonprofit organization, offers a competitive salary, a comprehensive, benefits package, and flexible work environment. The CBF is an equal opportunity employer. The salary range for the Director is \$70,000 to \$82,000, depending on experience. This position is exempt.

ABOUT THE CHICAGO BAR FOUNDATION

The Chicago Bar Foundation (CBF), the charitable arm of the Chicago Bar Association, brings the legal community together to improve access to justice for people in need and make the legal system more fair and efficient for everyone. The CBF's mission recognizes that taking a leadership role to ensure equal access to justice is our legal profession's common cause, and that we can make a distinct impact in advancing that cause by the legal community coming together through the CBF.

As the charitable arm of The Chicago Bar Association, the CBF's work is made possible by the generous contributions of thousands of dedicated individuals, more than 200 law firms and corporations, and many other committed partners. Thanks to that strong support, the CBF awards several million dollars in grants each year and continues to play a lead role in a number of innovative access to justice initiatives.

EXPERIENCE, QUALIFICATIONS, AND PROFESSIONAL ATTRIBUTES

The Director of Finance & Operations reports to the CBF's Associate Director for Grants & COO.

The Director of Finance & Operations is required to:

- Have experience working in an office (a minimum of five years' experience is preferred);
- Must have at least a bachelor's degree;
- Demonstrate an understanding of, and dedication to, the mission of the CBF to improve access to justice and to make the justice system more fair and efficient for everyone;

- Act as an important representative for the CBF and in that role, must be able to communicate effectively with staff, volunteers and various CBF stakeholders of the CBF;
- Complete virtually all of their own support tasks independently (such as word processing and photocopying); and
- Work flexible hours when needed.

In addition, the Director of Finance & Operations should possess the following skills and experience:

- Have previous experience with accounting and/or bookkeeping;
- Have excellent organizational and time management skills;
- Demonstrate excellent communication skills, both verbal and written – this individual must be able to communicate effectively concerning the mission and goals of the CBF;
- Have a record of working effectively towards common goals with people and organizations representing diverse sets of interests;
- Demonstrate proficiency in Microsoft Office functions (particularly Word, Excel, and Outlook), Adobe, Box, Abila Fund Accounting, CRM databases (e-Tapestry or similar), online giving platforms; and
- Have previous work experience with data management and report creation/generation from databases.

Professional Strengths and Characteristics

The following professional strengths and characteristics are important in the CBF Director of Finance & Operations:

- The highest ethical character and integrity, including sensitivity to the security and confidentiality of donor and grantee information;
- The ability to work well within a small and collegial working environment;
- Personable demeanor, with the ability to quickly win trust with individuals and a customer service orientation;
- The ability to work under multiple deadlines and to prioritize and work on several projects at the same time;
- Strict attention to detail;
- Solid organizational skills;
- Solid project management skills;
- A willingness to seek advice from others when necessary to properly carry out job duties; and
- The ability to anticipate the organizational needs of coworkers and stakeholders.

JOB DUTIES AND RESPONSIBILITIES

Manage Accounting and Financial Systems

- With the assistance and oversight of CBF Associate Director for Grants & COO and/or the CBF contract accountant, manage day-to-day office bookkeeping using the CBF's accounting system (Abila MIP) including:

- Accounts payable and receivable, including payment to all vendors and grant recipients
- Monthly bank reconciliations for multiple bank and credit card accounts
- Monthly revenue reconciliation between accounting and development databases
- Prepare A/R invoices and billing statements for JEP participant fees
- Producing financial reports as requested.
- With the assistance and oversight of CBF Associate Director for Grants & COO and CBF's contract accountant, implement and regularly update the CBF's Accounting Policies and Procedures;
- Prepare deposits, ensure that deposits are made on at least a bi-weekly basis or as needed, and maintain accurate deposit records in a secure setting;
- Process credit card information and administer electronic archive of transactions; perform monthly internal audit of expense reports; complete all expense reports for Executive Director;
- Maintain an accurate backup for checks in secure setting for audit purposes;
- Meet with CBF accountant bi-monthly and auditors on a periodic basis to answer questions about financial records and prepare for the annual CBF audit;
- Manage audit process on behalf of CBF staff;
- Provide a bi-monthly cash flow analysis;
- Recommend and implement improvements to the CBF's accounting systems by developing cost-saving solutions; work with staff to ensure better financial decisions;
- Assist the Associate Director for Grants & COO in preparing budget reports for the Board;
- Participate in quarterly meetings with Finance and Investment Committees to assist in developing strategies to achieve goals;
- Draft committee meeting minutes; and
- Develop and implement internal monthly audits with contract accountant

Manage CBF Fundraising Database and Donor Tracking

- Work with Executive Director, Associate Director of Grants & COO, Development staff, Board and volunteers to identify prospects and maintain prospect information in database;
- Work with CBF Development staff to track sponsorship pledges and other multi-year pledges;
- Recommend and implement improvements to the CBF's fundraising database; and
- Ensure compliance with the CBF's donor privacy policy;

Manage Operations of the Office

- Ensure that the CBF is running smoothly and make certain there is seamless coverage on basic operational functions;
- Research background and make recommendations to the Associate Director for Grants & COO about purchasing/leasing and process paperwork for equipment procurement;

- Working with the Associate Director for Grants & COO, maintain adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, and other items of value;
- Complete and file paperwork to renew business license and state/federal tax exemption status;
- Make logistical arrangements for Board meetings, including room scheduling, making room arrangements, and ordering food and beverages;
- Keep inventory of available office supplies and replace/replenish office supplies when needed; and
- Contact and follow through with appropriate service contractors for office equipment maintenance and repair.

Human Resources Responsibilities

- Oversees personnel activities such as payroll, employee benefits, and policy manuals;
- Creates, implements, and enforces personnel policies in conjunction with CBF Leadership; and
- Manages personnel files by keeping necessary documentation up-to-date.

Develop Internal Policies and Procedures

- Working with the Associate Director for Grants & COO, implement the CBF's Record Retention & Destruction Policy;
 - Review the CBF's Record Retention & Destruction Policy on at least an annual basis to make recommendations for needed revisions to the Executive Director and Associate Director for Grants & COO;
 - Create and maintain filing systems for CBF records and documents;
 - Maintain financial and insurance records in correct files;
 - Oversee record keeping of CBF audit and tax documents; and
 - Maintain complete records of agendas and minutes from Board, committees, and program meetings in electronic form; and
- Maintain and update as needed procedural manual for position's critical tasks including the CBF's CRM (eTapestry) and MIP databases.

Other

- Assist Development Team with planning and execution of special events;
- Attend major legal and philanthropic community events when possible; and
- Maintain a clear understanding of the CBF's mission and its projects, programs and other activities that carry out that mission.

How to Apply

The Chicago Bar Foundation is an equal opportunity employer seeking to build a workforce that reflects the diverse community we serve. Submit a resume and cover letter to cbfhr@chicagobarfoundation.org. Applications will be considered on a rolling basis until November 8, 2021. Please indicate Director of Finance & Operations in the subject line of your email.