



IDAHO LEGAL AID SERVICES

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Advocacy. Education. Representation

POSITION ANNOUNCEMENT

Director of Finance & Administration—Boise

Idaho Legal Aid Services, Inc. (ILAS), Idaho's largest no-cost, public interest law firm, is seeking applicants for a Director of Finance and Administration based at its Boise Office. The Director of Finance and Administration will be a strategic-thought partner and report to the Executive Director. The successful candidate will be a hands-on and participative firm leader and will support the following areas: finance, business planning and budgeting, human resources, administration and IT.

The Director of Finance and Administration will play a critical role in partnering with the leadership team in strategic decision making and operations as ILAS continues to enhance its quality programming and build capacity in fast growing Idaho. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

The successful candidate will initially work with ILAS's existing Director of Finance and Administration to enable a seamless transition of responsibilities. This will include a period of on-the-job training in the various aspects of the position. The complete job description follows this announcement.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. The work we do at ILAS positively impacts people's lives, such as this recent client, "I am more hopeful about the future at the end of my case than I was before I contacted ILAS. I am not scared anymore . . . my future is full of hope." In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full-time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS.

The entry-level annual salary for this position for a person with one year or less of experience is \$55,000, with annual raises. Excellent benefits including life, health, dental, and disability insurance. ILAS offers generous leave benefits, retirement contributions, and a telecommuting policy. Relocation assistance is available.

We value a diverse workforce to serve our client community. Email your cover letter, resume and list of three references to Bev Allen at bevallen@idaholegalaid.org. You can also email Ms. Allen to request application or interview accommodations. Applications accepted until position filled.

Idaho Legal Aid Services Job Description Director of Finance and Administration

Organization

Founded in 1968, Idaho Legal Aid Services (ILAS) is a statewide nonprofit law firm dedicated to providing equal access to justice for low-income people through quality advocacy and education.

We serve the state through more than fifty staff, located in seven regional offices (Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, Idaho Falls), three attorney staffed legal advice lines (domestic violence, housing, senior), a website with legal forms and educational materials (www.idaholegalaid.org), an Indian Law Unit and Migrant Farmworker Law Unit.

ILAS serves clients with their most fundamental legal needs. Housing is our biggest caseload. Serving survivors of domestic violence, dating violence, sexual assault, and stalking consumes the largest share of firm resources. We also serve vulnerable children, seniors and others with fundamental needs.

Position

The Director of Finance and Administration will be a strategic-thought partner, and report to the Executive Director (ED). The successful candidate will be a hands-on and participative firm leader and will support the following areas: finance, business planning and budgeting, human resources, administration and IT.

The Director of Finance and Administration will play a critical role in partnering with the leadership team in strategic decision making and operations as ILAS continues to enhance its quality programming and build capacity in fast growing Idaho. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess necessary changes.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep the leadership team abreast of the organization's financial status.

- Manage organizational cash flow and forecasting.
- Implement a robust grants management and financial management and reporting system; ensure that the grant billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Oversee firm's fixed asset system.
- Oversee accounts payable.
- Oversee payroll and payroll taxes.
- Update and implement relevant business and accounting practices; improve the Finance Department's policies and procedures.
- Effectively communicate and present critical financial matters to the Board of Directors; provide financial training to the Board of Directors.
- Prepare organizational tax returns (990).

Human Resources, Technology and Administration

- Oversee ILAS's compensation and benefits including insurance, retirement program, etc.; work with vendors and ED to select annual health insurance and other benefits.
- Manage and train other staff in the Finance Department.
- Manage comprehensive training for staff that interact with finance system such as submitting and processing of invoices and reimbursements.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative finance functions to ensure efficient and consistent operations as the organization scales.
- Oversee selection and purchase of ILAS software and technology assets; work with related vendors.

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree.
- Ideally six-plus years of broad financial and operations management experience.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area and has nonprofit accounting experience.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

- A multi-tasker with the ability to wear many hats in a fast-paced environment. Personal qualities of integrity, credibility, and dedication to the mission of ILAS.

08/19/22