

Position: Finance Coordinator

Role Overview

The Finance Coordinator is responsible for managing the critical finance functions of ERACCE such as payroll, accounts payable, accounts receivable, budgeting, forecasting, and working with other staff members on grants management, tracking, and reporting.

Hours of Work: Averages 30-40 hours per week

Salary: \$25.75/hr

Benefits:

- ERACCE pays 100% of Health Insurance, Vision, and Dental premiums, including children and dependents
- \$1,500 HSA employer contribution
- 6 weeks PTO while the office is closed
- 2 weeks flexible PTO
- \$50/mo cell phone stipend

FLSA Status: Exempt

About ERACCE

ERACCE exists to eliminate structural racism and create a network of equitable Antiracist institutions and communities in Michigan through training, organizing, networking, consulting, and technical assistance. Since 2000 ERACCE has been providing organizing, training, and consulting to institutions interested in dismantling racism. A key strategy for institutional organizing is creating internal Antiracism Transformation Teams (ARTTs) that have the capacity to analyze internal policies and procedures that maintain white power and privilege, and help to create an intervention strategy to dismantle oppressive systems and practices. Through this work, we strive to create and strengthen structures of accountability to antiracist communities of color and other socially oppressed groups within the institution and in the wider community.

To Apply

Send resume to sara@eracce.org and jordan@eracce.org by May 11, 2024.

Role Responsibilities

General Operations

- Process payroll, accounts payable, and accounts receivable
- Provide support and direction to the Administrative Coordinator, as needed
- Timely review, approval, and submission of invoices and payments
- Process contractor contracts, invoices, and compensation

- Manage & process partner contracts through record-keeping, develop and submit required reporting, submit timely payments and invoices, and ensure compliance with contract requirements, including performance measurement and progress tracking

Budget Management

- Work with relevant staff and co-executive directors to develop budgets
- Manage record-keeping, and progress tracking of all budgets in communication with the Co-Executive Directors
- Forecast future agency, program, and project costs and funding

Grant Management

- Provide grants administration for programs, in coordination with the Co-Executive Directors, including assisting with post-award agreement negotiations, attending required trainings on grantee finance responsibilities, handling grants
- Manage record-keeping, develop and submit required reporting, and ensure compliance with grant requirements including performance measurement and progress tracking
- Be aware of available grants for external partners; organize to connect clients/partners to needed funding to support partnership with ERACCE
- Research and apply for grants to support ERACCE's operations and programming

Internal Alignment

- Implement IT protocols across all levels of ERACCE
- Provide advice on the most suitable IT choices
- Provide technical troubleshooting, support, and training on systems and networks
- Maintain device inventory and licenses

Evaluation

- Build up to maintaining, collecting, and carrying out evaluation methods, tools, and systems in every workshop or facilitation session with the goal of effectively and thoroughly documenting and measuring ERACCE's financial performance and health
- Complete individual yearly work plans with accurate metric updates for annual performance feedback

Qualifications

Essential Skills and Experience for the Role

- At least 1-2 years experience in accounting and finance, with particular experience in payroll, accounts payable, and accounts receivable
- Ability to read budget to actual statements and convey information to others in a clear and understandable way.
- Knowledge of and demonstrated ability to apply and follow generally accepted accounting principles (GAAP).

- Grants management experience including record-keeping, reporting, and payment systems, especially for federal grants (i.e. ASAP).
- Knowledge of federal requirements under the Uniform Guidance (2 CFR Part 200).
- Proven attention to detail and the ability to manage tasks for multiple programs and projects at once.
- Demonstrated ability to clearly convey complex information, particularly for federal and state partner agencies.
- High level of proficiency in Microsoft Office applications, with an emphasis on Excel, Word, and Outlook.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

Essential Skills, Experience, and Expectations for all ERACCE workers

- Demonstrate ERACCE's grounded anti-oppressive values: (1) Both/and thinking with a bias toward actions, (2) An abundant worldview that uses resources responsibly, (3) Transparent communication that guards personal integrity, and (4) Cooperation and collaboration that nurtures individual and collective creativity.
- Has a track record of project management, effectively prioritizing multiple tasks independently and collaboratively
- Actively participate in staff meetings by bringing forward issues for discussion and sharing program or organizing information
- Manage email and other program communications with a 2-3 day turnaround time unless otherwise communicated
- Collaborate with other employees in updating program and meeting notes
- Willingness to speak up, suggest new ideas, receive feedback, and adjust plans to ensure successful completion of goals
- Occasionally help with workshop logistics such as managing technology or physically moving training materials
- Maintain internal coordination by being present in organizing and staff meetings, updating the organizational calendar, work planning, staff co-development, and presenting timely administrative paperwork

Good to Have Skills and Experience

- Experience working with or volunteering with nonprofit organizations, especially in social justice, and community organizations in a financial capacity
- Prior experience with subcontractor payment processes
- Proficiency in Google Suite (Google Documents, Sheets, Calendar, etc.)

Training Requirements

- Familiarization with ERACCE Personnel Policies and Mission
- Complete ERACCE Analysis Workshop within the first 6 months of hire date

Working Conditions

ERACCE is a hybrid workplace with a staff office in a building with a freight elevator that requires the ability to push and pull 15 pounds of the vertical biparting door. Staff must acquire and maintain their confidential physical workspace when working remotely. ERACCE provides some financial support to Staff in technology and workspace supplies.

ERACCE employees operate on a flexible work schedule and have significant discretion in setting their working hours as long as they do not conflict with client meetings and training support. However, Staff are expected to be available for communication for the majority of hours between 9 AM-5 PM EST Monday through Thursday. The Staff in this position may occasionally be required to work ERACCE virtual or on-site trainings in the evenings or weekends. As per the federal mileage rate, ERACCE will cover the cost of occasional travel, lodging, and meals to regional partners and training facilities. A private automobile is not required by the employee, but they must commit to organizing with the Administrative Coordinator for their own transportation and will be compensated by ERACCE.

To perform the essential functions of this position, the Staff must be able to accomplish the following:

- Operate a computer throughout the workday, including entering and analyzing data in multiple programs and formats.
- Communicate and exchange accurate information in English in both electronic and verbal formats.
- Attend and participate in virtual or on-site meetings or trainings for multiple hours during a workday.

As a part of our commitment to accessibility, language justice, and disability justice, ERACCE budgets for expenses related to worker accommodations with the goal that all Staff are able to accomplish their essential or priority job functions and participate fully in our workplace in ways that work best for them.

Full vaccination (as defined by CDC guidelines) is required for all positions upon hire. At this time, we are following the CDC's definition of fully vaccinated. A person is up to date with their COVID-19 vaccination if they have received all recommended doses in the primary series and the most recent bivalent booster when eligible. We will continue to review this criteria. Individuals may request accommodation if they are unable to be fully vaccinated for either medical or religious reasons. ERACCE will cover the costs of vaccination.

Equal Employer Opportunity and Affirmative Action Statement

To provide equitable/anti-racist employment and advancement opportunities to all individuals, employment decisions at ERACCE will be based on any combination of formal education and lived experience that demonstrates possession of the required knowledge,

skills, and abilities. ERACCE does not discriminate in employment opportunities or practices based on race, ancestry, creed, religious or spiritual affiliation, sexual identity/orientation, gender expression/identity, age, national origin, pregnancy, health status, marital/relationship/familial status, height, weight, non-disqualifying disability, medical conditions, genetic information, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

To create and nourish an equitable workforce, ERACCE encourages members of groups traditionally underrepresented in local government and professional positions to apply for open career opportunities.

Any employees with questions or concerns about any type of discrimination in the workplace, including but not limited to psychological safety, are encouraged to bring these issues to the attention of the co-executive directors, their supervisor, any other supervisor, the Human Resources Manager, or the Board of Directors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of Employment. Conflicts within the law but out of alignment with the written internal agreements, policies, and practices of ERACCE shall be managed internally using ERACCE's conflict engagement process.

ERACCE's EEO/AA statement, as well as its affirmative action obligations, includes the full and complete support of the organization, including Co-Executive Directors.

Notice to Applicants and Employees of Availability of AAP for Protected Veterans and Individuals with a Disability.

At ERACCE we are committed to maintaining an environment of Equal Opportunity and Affirmative Action. If you need a reasonable accommodation to access the information provided on this website, please contact ERACCE at 517-324-8300 for further assistance.