



AMERICAN CIVIL  
LIBERTIES UNION OF  
WASHINGTON  
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## Great Career Opportunity DIRECTOR OF FINANCE AND ADMINISTRATION

**Use your finance, accounting and leadership skills  
to support freedom, fairness and equality.**

The ACLU of Washington is a dynamic non-profit, public interest organization devoted to protecting civil liberties and civil rights. Its staff of 30 + employees and numerous volunteers works in a fast-paced, friendly and professional office. The ACLU-WA maintains the highest standards of finance and accounting for its three related corporations, and this position has overall responsibility for accounting, financial management, compliance and payroll, as well as ensuring the smooth running of the office. The Director is assisted by an accounting/office assistant bookkeeper/administrative assistant, reports to and works closely with the Executive Director (ED) and participates on the senior management team. We are looking for an individual who relishes both the technical aspects of accounting and finance and who is a strong and strategic manager of finance, HR and operations.

### RESPONSIBILITIES

#### Financial Management

- Handle all aspects of financial operations, including payroll, receipts, disbursements, cash management and equipment records; maintain computerized ledgers and journals.
- Maintain financial management reporting system, including project and grants accounting.
- Staff the Budget, Audit and Investment Committee; provide accurate and timely quarterly financial statements to the ED and the Committee; keep the ED apprised of key financial matters.
- Coordinate the annual audit and 990 processes; prepare supporting information for the audit; liaise with external auditors, banks and other financial institutions.
- Oversee and manage annual budget planning process in conjunction with the ED
- Prepare financial reports to meet state, local and federal government requirements. Prepare financial reports for national ACLU.
- Oversee investments, maintain fiscal and investment policies, manage cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; keep current and improve the overall policy and procedure manual for financial management.
- Archive financial records as scheduled

#### Human Resources

- Manage the employee benefits programs, vacation and sick leave records, personnel records.
- Supervise Accounting/Office Assistant who handles account payables, office supplies, equipment maintenance and other duties as assigned.
- Provide guidance to employees on personnel policies and administrative operations.
- Assist the executive director in other matters as needed.

## Office Management

- Supervise the Accounting/Office Assistant in the day to day work office management.
- Oversee office space changes, purchases of equipment, supplies and furniture, inventory.
- Maintain insurance policies

## QUALIFICATIONS

- Minimum of a B.A in accounting, ideally with a CPA, MBA or related degree.
- Substantial hands-on accounting experience.
- Demonstrated success in a senior level financial and accounting management position, primarily with 501(c)(3) and 501(c)(4) non-profits, responsible for the quality and content of financial data, reporting and audit coordination.
- A successful track record in analysis and problem solving to enable sound decision making
- Excellent communication skills to explain financial concepts, prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Sophisticated proficiency in use of Excel and computerized accounting software
- Knowledge of internal controls,
- Knowledge of, or willingness to learn, state and federal campaign reporting requirements and grants management.
- Ability to work under pressure and to set and change priorities according to deadline requirements.
- Ability to work occasional overtime or irregular hours.
- Personal qualities of integrity, credibility, and dedication to the mission of the ACLU.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, and ability.

## COMPENSATION

Salary will be based on experience and the parameters of the ACLU's compensation policies. Excellent benefits package includes three weeks paid vacation to start, ORCA bus card, medical and dental insurance, 401(k) matching plan, long-term disability insurance and ten paid holidays.

## TO APPLY

The ACLU is an affirmative action/equal opportunity employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. Applicants should email a resume and cover letter to the Finance Screening Committee at [Jobs@aclu-wa.org](mailto:Jobs@aclu-wa.org). Please include in the subject line of the email: your **Last name** and **Finance**.

Applications will be accepted until the position is filled, at which time the job announcement will be removed from our website at <https://aclu-wa.org/jobs-internships>. This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. The ACLU reserves the right to change the description and/or posting at any time without advance notice. This position is exempt under the Fair Labor Standards Act.

*The ACLU of Washington comprises three separate corporate entities that share the same overall mission, office space, and employees. This job posting refers collectively to the organizations under the name "ACLU of Washington."*