



Chicago Area Fair Housing Alliance

Position Announcement

The Chicago Area Fair Housing Alliance (CAFHA) is a 501(c)(3) nonprofit consortium of fair housing and advocacy organizations, social service providers, government agencies, and municipalities. For more than 35 years, CAFHA has spearheaded the movement to dismantle residential segregation in the Chicago region by combatting housing discrimination and promoting equitable place-based opportunity through education, advocacy, and collaborative action.

Finance & Operations Administrator

Location: Remote

Position Type: Part-time, approximately 15 hours per week

Compensation: \$30-40/ hour

Reports to: Co-Executive Director

Application Deadline: May 31, 2024

CAFHA seeks a detail-oriented, collaborative nonprofit finance professional to fulfill its newly created part-time Finance & Operations Administrator position. This position is approximately 15 hours per week, a key member of CAFHA's leadership team, and reports to CAFHA's Co-Executive Director. The Finance & Operations Administrator will be responsible for working with staff, particularly the Leadership Team, to ensure appropriate accounting control procedures are adhered to and to prepare accurate and timely financial reports, both for the organization generally and for specific grants.

Primary Functions

Finance

- Prepare and maintain financial records to track the organization's assets, liabilities, profit/loss, and other related financial activities
- Reconcile bank account monthly
- Prepare monthly balance sheet, income statement, and cash flow statements
- Work with the Leadership Team to prepare annual budget and program budgets
- Prepare financial reports for staff, board, and funders
- Reconcile annual grant disbursements by grantee, amount, and fund
- Gather necessary account information and documents for annual audit and periodic program audits
- Manage accounts payables/receivables, generate receipts, track/reconcile invoices, and process reimbursements
- Manage annual membership renewal invoicing, processing, and tracking
- Maintain knowledge of generally accepted accounting principles (GAAP)

Operations

- Run payroll bi-weekly using our payroll system
- Work with the Leadership Team to prepare staff time allocations and timesheet templates
- Manage staff supply orders, and from time to time, travel arrangements
- Assist with onboarding new staff
- Perform other duties as assigned

Requirements

- 3 or more years of nonprofit bookkeeping or accounting experience, Bachelor's degree in accounting or finance-related field, and or CPA preferred but not required
- Demonstrated understanding of accounting and bookkeeping, especially with nonprofit organizations
- Meticulous attention to detail, highly organized, and efficient
- Must be proficient in Microsoft Suite (including Excel) and QuickBooks
- Must be able to work independently and meet deadlines in a remote work setting
- Must be adaptable and responsive to team needs and effectively communicate with all staff and partners
- Strong problem-solving and information management skills and the ability to exercise sound judgment
- Experience with government grants is highly desirable

To Apply

Provide a resume and cover letter to: apply@cafha.net with the subject line: "Finance & Operations Administrator"

The Chicago Area Fair Housing Alliance is an equal opportunity/affirmative action employer. CAFHA recognizes the unparalleled expertise of those who have directly experienced housing instability or discrimination and/or those who have been most burdened by our region's pervasive residential segregation. Upon request, accommodations in the application process will be provided to individuals with disabilities.