



## **Chief Financial Officer**

NLSLA provides free assistance to more than 150,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply. Reasonable accommodations may be made.

### **ABOUT THIS POSITION:**

The Chief Financial Officer (CFO) will bring leadership to a large public interest law firm working every day to expand access justice to low-income LA County residents regardless of socioeconomic status. The CFO will be responsible for ensuring effective finance and reporting structures, along with management and oversight of the Finance department to help NLSLA achieve its mission.

The CFO will manage a team of seven highly skilled finance and accounting professionals and collaborate with the Director of Grants Management & Compliance, along with other members of the leadership team. In addition to motivating, developing, and retaining a strong team, the CFO will also lead an effort to streamline NLSLA's financial systems and processes to be at the forefront of financial management and technology. Additionally, this leader will help support other departments to obtain necessary financial data to inform decision-making and strategy.

In this role, you would report to the President & CEO and a career path may result in future opportunities. This position is exempt.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- You thrive in a fast-paced environment and excel at moving through tasks and problem solving independently.
- You maintain a positive attitude and goal-oriented focus in a work environment that call for the need to balance diverse tasks.
- You know that integrity matters and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.

- You have strong instincts and can seamlessly self-direct your workload with minimal supervision.
- You are a gifted collaborator and enjoy working in a high-volume team environment.
- You are a good communicator who knows when to ask for help, how to contribute to the team, and how to receive feedback and apply it to your work performance.

## WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

### Strategic Input & Organizational Leadership

- Contribute to the creation, refining, and execution of NLSLA's organizational strategy.
- Execute NLSLA's multi-year, detailed financial model, and department-specific annual staffing plans.
- Serve as a thought partner and organization-wide culture leader, including representing NLSLA's commitments to unraveling entrenched disparities and longstanding injustice to achieve its mission.
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### Financial Planning and Management

- Partner with Director of Grants Management & Compliance to track and manage a diverse portfolio of grants.
- Define the organization's financial strategy; communicate financial requirements and implications of business decisions to leadership and the Board of Directors.
- Build and lead the annual budgeting process, month-end close process, and ongoing forecasting.
- Manage the organization's cash flow; support business planning with sophisticated financial models and accurate revenue forecasts..
- Oversee the approval and processing of revenue, expenses, the general ledger, account maintenance, data entry, and financial record-keeping.

### Systems Automation

- Lead the Finance function with a vision for creating state-of-the-art infrastructure to get the most from an already highly skilled team of finance and accounting professionals.
- Review, manage, and implement the automation of financial and accounting processes and systems in partnership with an automation consultant.
- Refine and implement tools and processes for financial reporting, cost accounting, and other departmental work management reports and accounts.

### People and Culture Management

- Sustain a work culture that supports a safe, healthy, fun, motivated, inclusive, and equitable work environment for all staff.
- Ensure appropriate, effective, and clear channels of communication and a shared understanding of responsibilities across the finance team.
- Leverage the collective talent of the finance staff with a consistent emphasis on professional development and growth opportunities.
- Work closely with the Executive team on union relations and collective bargaining agreement.

## HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Experience with a union and collective bargaining agreements is a plus.
- Experience working in a nonprofit, preferably a legal aid organization.
- Prior experience working closely with lawyers is preferred.

You will also stand out if you have:

- Passion for supporting people from different lived experiences.

## WHAT YOU'LL NEED ON DAY ONE:

- At least 5 years of VP-level leadership and management experience
- Nonprofit accounting
- CPA or audit background

## WHAT WE OFFER:

The salary range for this position is \$78,000- \$86,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Kevin Bryant.

Applicants applying by March 8th will be given priority consideration, with the position open until filled.

## Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.