



Finance Administrator Job Opening

Black Women for Wellness:

Black Women for Wellness (BWW) is a woman-centered, community-based organization committed to the health and well-being of Black women and girls through health education, empowerment and advocacy.

Job Summary

The Finance Administrator has primary responsibility for management and oversight of the accounting practices and financial reporting of the organization. The Finance Administrator leads efforts for recording, updating and verifying the financial records of BWW generated by diverse income streams such as grants, sponsorships, fee-for-service, and special events. They are knowledgeable of accounts payable, accounts receivable, payroll and risk management and works directly with the Executive Director to ensure that information is correctly reported on financial statements and government forms to maintain fiscal responsibility. The Finance Administrator also works with The Executive Director and Program Managers to complete and manage program budgets and operating budgets for the organization. The ideal candidate works on numerous priorities with competing deadlines and is highly organized and detailed.

Responsibilities and Duties

Financial Analysis, Management, and Reporting

- Prepare accurate financial statements to be available for board members, funders, and potential funders.
- Provide reports regarding operating costs in order to assist Executive Director, administrative staff, and program staff for making budgeting decisions and developing cost saving measures.
- Responsible for recording, updating, and verifying the financial records of the organization.
- Works with CPA to ensure timely annual reviews/audits and Form 990 are completed.
- Review operating cost and suggest alternative cost saving measures.
- Ensure systems are in place where staff and contractor's timesheets can be completed and submitted efficiently and electronically.

Budget Management

- Develop program, project, and organizational budgets with assistance from key personnel.
- Reconcile monthly, quarterly, and annual expenditures to reflect variance from forecasted budgets.
- Assist in preparing program/project budgets for internal use as well for potential funders.

Payroll Management

- Ensure payroll is submitted on time to avoid delays and fees.
- Reconcile payroll journals and reports to ensure accuracy.

Requirements and Qualifications:

- Accounting degree or commensurate experience; degree in Business Administration or Nonprofit Administration preferred.
- In-depth knowledge of nonprofit finance and accounting principles, laws and best practices.
- Minimum five years of accounting experience, nonprofit preferred.
- Three years of management experience.
- Basic knowledge of and ability to generate and analyze financial statements.
- Ability to interact with grant-makers, community-based organizations, and other grassroots groups.
- Thorough working knowledge of spreadsheets software such as Excel.
- Proficiency using QuickBooks software.
- Experience creating and maintaining budgets.
- Willingness to travel within the United States, must hold current U.S. driver's license.

Position Details:

This is a full-time, exempt position based in Los Angeles, CA
Salary Range: \$65,000-\$75,000 annually, based on relevant experience
Position available immediately

Submit cover letter and resume to Deborah Cooper at hrinfo@bwwla.com.

Black Women for Wellness provides equal employment opportunities to all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability or genetics.
