

Jacksonville Area Legal Aid, Inc.

Chief Financial Officer

Established in 1937, Jacksonville Area Legal Aid is a nonprofit law firm focused on delivering economic, social, and housing justice to low-income and at-risk individuals and families on the First Coast. JALA, a 501(c)(3) not-for-profit corporation, has a budget of more than \$8 million and in an average year we manage over 35 grants.

JALA seeks a Chief Financial Officer (CFO) to lead our financial operations in service to our mission.

As a member of the Executive Management Team, the CFO plays a critical role in developing and implementing JALA's overall financial strategy to carry out JALA's mission and advocacy objectives. The CFO manages and oversees the accounting unit, which focuses on JALA's finances, financial reporting, budgeting, fiscal policies, and fiscal compliance. The CFO is a fiduciary of the organization in conjunction with the President & CEO, the Executive Management team, and the Board of Directors. The CFO oversees financial compliance for government (federal, state, and local government) contracts and private grants.

RESPONSIBILITIES

- Support the President & CEO in fulfilling JALA's mission and vision and help ensure ongoing alignment between financial, operational, and programmatic objectives.
- Apprise and assist the board in its responsibilities as to the organization's finances. Work with the board to set an annual budget, and select and engage outside consultants (e.g., auditors, investment advisors), as needed.
- Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress. Present financial metrics both internally and externally.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory compliance, and audit requirements.
- Management of all basic accounting functions including accounts payable, cash receipts and general ledger functions.
- Grant management as it relates to planning/budgeting for and compliance and reporting of government, corporate, and foundation grants. Ensuring all grant reports are completed accurately and submitted in a timely manner.
- Maintain robust internal control safeguards and oversee financial, compliance, and regulatory audits.
- Manage cash flow and forecasting. Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
- Provide reports regularly, and as directed or requested, to keep the board and Executive Management Team informed of JALA's finances and the operation and progress of compliance efforts.
- Provides effective day-to-day supervision and regular professional assessments of accounting unit staff and assists in identifying resources to develop skills and tools related to supporting, motivating, and challenging staff in their daily work.
- Ensure the accounting unit is committed to delivering excellent customer service to staff, including identifying, developing, and implementing new systems that best serve JALA's staff.

- Collaborate with the Chief Operating Officer, Chief Human Resources Officer, Chief Technology & Facilities Officer, Development Director, senior leaders and their units.
- Support, provide financial guidance to, and collaborate with all JALA program offices and units, and employees with financial responsibilities.
- Serve as a secondary fiduciary (Chief Human Resources Officer is primary) for JALA's 401(k) plan and oversee preparation of plan's financial statements and the annual 401(k) plan audit.
- Perform other duties as assigned or necessary to lead our financial operations in service to our mission.

QUALIFICATIONS

- Minimum of 5-7 years of broad finance experience, preferably in the non-profit industry, in accounting and auditing, managing teams, and experience leading the development and implementation of financial systems, policies, and procedures. Experience managing the finance function (accounting, budgeting, internal controls, reporting and compliance) within a multi-office, multi-funder, division-based entity.
- Experience with budgeting and accounting software and database management required.
- CPA and/or MBA preferred
- Superior attention to detail, analytical, and problem-solving skills.
- Outstanding communication skills and ability to work effectively with external and internal customers at all levels.
- Successful experience in grants management as it relates to planning/budgeting for and compliance and reporting of government, corporate, and foundation grants is preferred.
- Strong organizational skills and ability to prioritize detailed projects simultaneously and carry them through to completion with little supervision.
- Ability to handle and maintain confidential information.
- MIP Sage / Abila-related product experience preferred.
- Successful candidate must have demonstrated advanced Excel skills.

Salary/Benefits

Salary commensurate with experience. Benefits package include, but are not limited to, medical, dental, vision, long-term disability insurance, group life insurance, hybrid remote work, and generous leave policy (e.g., 13 paid holidays plus 22 personal leave days in first year, one-month sabbatical every four years).

To apply, submit resume, cover letter that thoughtfully addresses your alignment with the position, minimum of two professional references, and salary requirements (if any) to:

La Verne Morgan Andreasen, Esq., Chief Human Resources Officer
 Jacksonville Area Legal Aid
 126 West Adams Street
 Jacksonville, FL 32202
 Email: resume@jaxlegalaid.org

Jacksonville Area Legal Aid is an Equal Opportunity Employer