

Education Law Center
Finance and Operations Manager
Position Description (Part-time, Remote Option)

The person in this position will oversee ELC's financial management and operations. The ideal candidate has prior experience working in nonprofits and is committed to the mission of the organization. We are looking for someone who is organized, accountable, and detail oriented. This role will report to the Executive Director and the Director of Finance, Operations and Development and will work with all members of the ELC team as well as external accountants. ELC is mid-size organization with 14 full-time employees and an annual budget of approximately \$3 million.

Founded in 1973, ELC serves as the leading voice for New Jersey's public school children and has become one of the most effective advocates for equal educational opportunity and education justice in the United States. Widely recognized for groundbreaking court rulings on behalf of low-income students, ELC also promotes educational equity through coalition building, litigation support, policy development, communications, and action-focused research in states nationwide and at the federal level. ELC is committed to ensuring PK-12 students of all racial and socioeconomic backgrounds are educated in equitable, welcoming, well-resourced, non-discriminatory, diverse and integrated learning environments.

Key Responsibilities

Financial Operations (75%)

- Manage accounts receivable and accounts payable processes;
- Reconcile book balance to bank statements every month;
- Run bi-weekly payroll through ADP Totalsource;
- Prepare financial reports and budgets as required by donors;
- Administer ELC's 401K plan;
- Manage budgets for Divvy credit cards;
- Support annual budgeting and forecasting processes;
- Participate in organizational financial planning and analysis;
- Oversee and support timely completion of annual financial GAAP audit and tax returns;
- Prepare and issue 1099 forms;
- Participate in quarterly board meetings; and
- Create and update documentation on financial processes.

Organizational Operations (25%)

- Manage employee onboarding and offboarding processes through PEO, including managing the filing of registration and compliance paperwork in new states;
- Oversee annual PEO and insurance renewal;
- Ensure employee data is complete and up to date;
- Manage contracts for independent consultants;
- Manage annual state charity and business renewal processes;
- Manage annual business insurance renewals;
- Advise on new tools/processes for efficient operations; and
- Other duties as assigned.

Skills and Qualifications for The Role

- Minimum of seven (7) years' work experience in a professional environment, preferably within non-profit accounting;
- Understanding of Generally Accepted Accounting Principles;
- A bachelor's degree, preferably in business, economics, finance or accounting;
- Proficiency with Quickbooks, Bill.com and Excel;
- Familiarity with nonprofit financial management (e.g. restricted revenue) and/or accounting;
- Ability to manage and prioritize tasks;
- Ability to translate complex or vague concepts into easily understood language for others;
- Available to travel for staff retreats 3-4 times per year; and
- Must be able to remain in a stationary position, at a desk or similar, 90% of the time.

Salary and Benefits

This is a three day per week position with a salary of \$70,000 – 80,000, depending on experience. Paid vacation, holiday, and sick leave will be provided. This position can be performed remotely, but proximity to ELC's offices in Newark, NJ is preferred.

How to apply

Please send a resume and cover letter to:

Theresa Luhm, Esq.

Education Law Center

60 Park Place, #300

Newark, NJ 07102

tluhm@edlawcenter.org

Deadline

The position will be open until filled.

ELC is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and respectful toward all employees. ELC is an equal opportunity employer that respects the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, religions, beliefs, cultures, socio-economic backgrounds and levels of physical ability. ELC encourages persons of color, women, LGBTQ+ persons, persons with disabilities, and members of other underrepresented communities to apply.