

GoodCitizen

Legal Aid at Work

Vice President of Finance and Operations
San Francisco, CA

About the Organization

Legal Aid at Work (LAAW) enforces and expands the employment and civil rights of low-wage workers, their families, and communities by educating about legal rights, providing clients with legal representation and support, and advocating for policy reforms.

LAAW has seven core program areas: (1) Racial Economic Justice; (2) Gender Equity & LGBT Rights; (3) Disability Rights; (4) Wage Protection; (5) Work & Family; (6) National Origin and Immigrants' Rights; and (7) Community Legal Services. Through these programs, LAAW:

- Provides free, individualized legal advice and counsel throughout California to thousands of low-income workers and unemployed persons, including workers of color and those who are undocumented
- Pursues targeted enforcement and "impact litigation" to strengthen and clarify the law, both in California and nationally
- Conducts community outreach and education for workers, their advocates, and their health and social service providers, and
- Assists in drafting and promoting laws, regulations, and policies at the local, state, and national levels to create stronger and more effective civil and workplace rights.

LAAW is the oldest legal aid organization in the West, having served low-income Californians for more than 100 years. Since 1970, it has dedicated itself to empowering workers and their families who are the victims of structural oppression, racism, and economic inequality on the job.

Some of LAAW's [most recent accomplishments](#) include helping to make family leave accessible for low-wage workers, advocating for transgender workers' rights, and ensuring equal athletic opportunities for girls.

The Opportunity

In these times of injustice and inequity, LAAW provides programs and services that are more pressing, relevant, and necessary than ever before, as one of the most respected legal services organizations in the country. The incoming Vice President of Finance and Operations will join a team working at the forefront of the most critical employment issues facing individuals and families. There is no issue that is more central to daily life than the protection and expansion of workers' rights, and LAAW sits at the heart of this work across employment rights, policy advocacy, racial justice, and economic equality.

The Vice President will play a critical role in establishing a sophisticated understanding and application of financial policies, practices, and strategies within the organization, while leading all financial, budget, audit, and compliance aspects of LAAW's operations.. Collaborating closely with cross-functional team leads, the Vice President will capitalize on this opportunity to refine and update LAAW's financial systems, processes, and reporting capabilities to reflect an organization that has undergone growth and increased complexity in funding. This person will also provide general oversight for the organization's facilities and IT needs. Reporting to the President and

sitting on the Management Team, the Vice President will lead a team of three accounting and operations professionals.

Financial Planning and Management

- 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, monthly end close process, and quarterly forecasting; minimize actual vs. forecast quarterly variances
- 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 recordkeeping

Business Operations and Systems

- Refine and implement processes for the financial aspects of grant reporting, cost accounting, and other management reports and accounts
- Oversee risk management and legal activities such as memorandums of understanding, contracts, leases, and other legal documents and agreements
- Manage and direct the selection, implementation, and integration of financial and accounting software and systems
- Provide guidance and oversight for facilities and office management; lead process of re-entry to onsite work when it is deemed safe to return to the office
- Oversee IT infrastructure and document needs, executing in partnership with the Systems Administrator

Audit and Reporting

- Lead and manage the annual external audit including management of schedules and control narratives; serve as primary point of contact for auditors; implement auditor recommendations
- Oversee preparation of annual 990 in partnership with LAAW's external auditor
- Proactively conduct analyses to provide useful financial insights and recommendations to the Management Team that support sound and informed decision making at the strategic level
- Report out to the Finance Committee and full Board of Directors on current state of organizational finances and projections
- Liaise with the Development team to contribute to required grants proposals and donor/funder reports

Ideal Candidate

Leading with a passion for and commitment to LAAW's mission, and work, the Vice President will be excited to join a team that serves people of color, survivors of domestic violence, members of the LGBTQ community, people with disabilities, and many other communities who are disproportionately affected by intimidating practices in the workplace. The new Vice President will lend their expertise to foster a more proactive and holistic approach to financial management in the organization. Experience in the legal services field is not required, but candidates must possess a strong track record overseeing and setting direction for nonprofit finance functions. The successful candidate will move seamlessly and with humility across strategy and execution, leading the work to define an organizational financial strategy while also displaying a willingness to dive into the tactical aspects of execution.

Functionally, the ideal candidate will have a successful career leading rigorous financial management for nonprofits with knowledge across accounting, compliance, audits, and financial analysis and reporting. The Vice President will bring experience setting and implementing financial processes, policies, and systems, demonstrating the breadth and depth of knowledge required to level-up the organization's financial operations. While deep experience in IT and general operations is not required, this individual must be well-versed in the operational and systems needs of nonprofit organizations and bring an ability to set direction and provide guidance when needed.

The ideal candidate will thoughtfully balance adherence to the highest levels of compliance with laws and regulations, while also operating with a solutions-oriented mindset. Working proactively with and across teams, the Vice President will partner with colleagues to identify pathways that meet financial obligations and prioritize the organization's programmatic and strategic objectives. Critical to success is the ability to understand and convey the financial story – going beyond the numbers – in a manner that educates, influences, and inspires others to drive towards shared goals and outcomes. Essential in this work is a combination of financial acumen and emotional intelligence.

The Vice President must operate with unimpeachable ethics, a keen attention to detail, and an analytical mindset. Experience leading, managing, and developing teams with a commitment to the highest standards is also required.

Qualifications

Candidates must have a minimum of eight to ten years of progressively responsible accounting, financial and operations management positions in the nonprofit sector. Understanding of nonprofit accounting practices and regulations, audits, and financial systems, and reporting are essential. Ideally, candidates will also bring an understanding of grants management and donor/funder reporting requirements.

While all staff are currently working remotely, the Vice President of Finance and Operations will be required to work out of LAAW's San Francisco office when it is deemed safe to return.

The approximate salary range for this position is \$135,000 to \$155,000.

Legal Aid at Work's Commitment to Diversity, Equity, and Inclusion

Legal Aid at Work is committed to a diverse, multicultural work environment. Its full diversity, equity, and inclusion statement and further information concerning the organization and detailed descriptions of its programs can be found at www.legalaidatwork.org. Pursuant to the San Francisco Fair Chance Ordinance, Legal Aid at Work will consider qualified applicants with arrest and conviction records for employment.

To Be Considered

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 Alison Kaneko.

The Search for a Vice President of Finance and Operations is being assisted by a team from GoodCitizen:

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