



Use Your Financial Expertise to Change Lives!

Lincoln Park Community Services (LPCS) mission: Bringing communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Title: Director of Finance & Administration

Organization: Lincoln Park Community Services (LPCS)

Status: Exempt, full-time (40 hours/week)

Location: LPCS, but some community work may be required

Position Summary:

The Director of Finance & Administration, reports to the CEO and will lead and oversee the financial activities of the organization and provide oversight to administrative functions in operations & facilities, human resources, and IT. Key responsibilities include financial reporting, treasury management, cash forecasting, and fiscal management of public and private contracts in accordance with all agency, public and private funder requirements. Additionally, the Director of Finance provides oversight of the Operations Manager covering employee benefit administration, IT services, facilities and other administrative duties as assigned. Additionally, the Director of Finance is responsible for maintaining and adhering to all Lincoln Park Community Services (LPCS) policies and for staffing the Board of Director's Finance Committee. The Director of Finance works closely with the CEO on all aspects of compliance with LPCS, state and city financing/grant funding, and provides proactive analysis of organization financials and budget planning and forecasts predicting future opportunities for growth on an ongoing basis.

Duties/Responsibilities:

- Directs the preparation of all financial statements, including income statements, balance sheets, statement of cash flow, tax returns, and governmental agency reports, monthly and as needed.
- Compares projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- Prepares financial reports for all grants
- Reviews planning process and suggests improvements to current methods.
- Analyzes operations to identify long-term building maintenance expenses and reserves
- Works with the CEO and other leadership team members to coordinate planning and helps establish priorities for the planning process.



- Studies long-range economic trends and projects their impact on future growth.
- Identifies opportunities for expansion into new programs and resources needed to support anticipated growth.
- With CEO approves all employee benefit plans
- Attend required meetings internally and externally
- Maintain confidentiality
- Participate in training and professional development opportunities
- Represent LPCS in a professional manner
- Attend organizational events and activities

Required Skills/Abilities:

- Proficient in database and accounting computer application systems.
- Excellent written and verbal communication skills.
- Excellent analytical and organizational skills.
- Excellent management, interpersonal and supervisory skills.

Education and Experience:

- B.S. in Accounting or Finance required; Master's preferred
- Certified Public Accountant designation preferred.
- 5+ years of experience in financial management/department leadership required.
- Familiarity with contract billing and budget allocation

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.
- Must be able to access various departments of each site and partner offices as necessary.

Application

To apply contact: recruitment@lpcschicago.org

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.