



If interested, please send your resume to recruitment@lpcschicago.org and indicate your interest in the role.

Title: Manager of Finance Support & Administration
Status: Full-time Mon-Fri. Core hours: 8:30am – 5pm; Occasional evenings and weekends
Reports to: Director of Finance and Administration
Salary: Commensurate with experience, and with robust benefits

Job Summary

The Manager of Finance Support and Administration supports the CEO and Director of Finance and Administration, covering executive office support responsibilities; finance coordination, some H.R. generalists duties and a variety of other tasks. The Manager of Finance Support & Administration will be a collaborative, detail-oriented, organized, and a knowledgeable professional with a strong belief in LPCS's mission.

Responsibilities

Finance

- Reconcile and post monthly cash receipts
- Post accounts payable invoices and generate checks
- Assist Director of Finance and Administration in preparing bills for government funders
- Prepare monthly bank reconciliations and other Balance Sheet accounts
- Review employee time and attendance system for accuracy before payroll processing
- Prepare monthly credit card reconciliation
- Work with Finance Director and operations to solicit and build relationships with existing and new vendors covering all organizational costs and procurement.
- Other duties as assigned

Human Resources

- Execute hiring and onboarding process
- Maintain employee personnel files to ensure compliance with funder audit and HR requirements
- Coordinate annual all-staff evaluations
- Manage staff celebrations including recognition of birthdays and work anniversaries
- Lead work culture projects that enhance employee engagement and LPCS diversity, equity, and inclusion
- Work with Finance Director to solicit and build relationships with existing and new vendors covering all employee benefits
- Other duties as assigned

Administration & Executive Support

- Maintain organizational calendar of activities
- Prepare communications, such as memos, emails, invoice and reports; write and edit documents
- Coordinate and track all Strategic Planning Initiatives and other special projects led by CEO
- Use various software, including word processing, spreadsheets and presentation software to prepare reports and special projects and initiatives
- Serve as executive office liaison to operations team; Represent leadership as needed to support internal operations and external partners where appropriate
- Provide oversight and support to facilities and internal operations, work with vendors
- Other duties as assigned

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Accounting, Psychology or related social science field required
- 1-3 years of nonprofit accounting experience is preferred but not required
- Experience in an executive support role, required
- 1-3 years of operations experience, required
- Proficiency with Microsoft Office Suite including Excel, Outlook and Sharepoint
- Experience using accounting software; Fund EZ familiarity is preferred
- Must be a problem solver
- Must have excellent verbal and written communication skills
- Ability to act as a gatekeeper and escalate relevant information
- Ability to work effectively with minimal supervision
- Must have strong interpersonal skills
- Ability to treat confidential information with appropriate discretion
- Interest in and ability to contribute to an environment of inclusion and belonging
- Excellent organizational skills and the ability to multitask and still meet established timelines
- Must provide exceptional attention to detail
- A team player with the ability to adapt to changing organizational needs
- Commitment to improving the life experiences of our neighbors experiencing homelessness
- Other duties as assigned

Lincoln Park Community Services is an equal opportunity employer.

We do 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.