



## **Finance Manager**

Winnetka Community House

**Contact Name:** Amy Skalinder

**Contact E-mail:** amys@mywch.org

**Contact Phone:** 847-881-9333

**Closing Date:**

**Salary:** \$70,000-\$75,000

### **Description:**

The Community House is a unique 501(c)(3) non-profit on Chicago's North Shore that has played a special role for over a century – strengthening community, inspiring lifelong learning, and offering opportunities for connection and personal growth. Home to a variety of youth and adult programs, theater and dance performances, special events, weddings, and much more, the Community House offers a full-service fitness center, theater, gymnasium, and multi-purpose spaces surrounded by beautiful gardens and grounds.

The Community House has an annual operating budget of approximately \$3.8 million. Nearly 75% of its revenue is earned through fees for programs, fitness center memberships, and facility rentals (including long-term tenants), with the remainder coming from fundraising events and individual donations.

Reporting to the President / CEO, the Finance Manager leads all financial functions, including day-to-day accounting, reporting, budget development and management, cash management, investment monitoring, and the annual audit / 990 process, along with selected risk management, human resources and compliance functions.

This is an excellent opportunity for a candidate who values the opportunity to be engaged in every aspect of a small organization, and who would enjoy working with a highly collaborative group of colleagues.

Responsibilities include:

- Ensure the execution of all organizational accounting functions, including maintaining organizational policies, procedures, and financial controls.
- Support the development of the annual budget in collaboration with the President / CEO and COO, and lead the ongoing monitoring of the organization's financial performance throughout the fiscal year.

- Manage the general ledger, accounts receivable, accounts payable, deferred revenue, fixed assets, and all other accounting processes and systems. Complete required daily, weekly, monthly, and annual tasks and supervise the Office Manager in completion of her assigned bookkeeping duties.
- Prepare monthly annotated financial reports for internal staff and the Board of Governors along with additional reports for specific operational areas as needed.
- Lead the annual audit process, working with the approved external auditor to complete the annual audit and required state and federal filings in a timely manner each year.
- Serve as the primary contact for corporate insurance brokers and carriers, ensuring that the organization is appropriately ensured for all operational and governance concerns; serve as the point person for any claims, audits, or other insurance-related processes and events.
- Administer payroll and employee benefits, including the organization's 401(k) plan, and assist the President / CEO with HR compliance functions.
- Assist the President / CEO and COO in liaising with the Audit & Finance Committee and supporting the Committee Chair, Committee members, and other members of the Board of Governors in their fiduciary oversight responsibilities.

We're looking for someone with:

- Demonstrated success in financial management of a small to mid-sized organization, preferably within the non-profit sector
- Knowledge of non-profit accounting standards, practices, and procedures in accordance with U.S. Generally Accepted Accounting Principles
- High level of competence in using Excel and accounting software (QuickBooks experience preferred); strong proficiency with Microsoft Office
- Strong skills in contract management and negotiation
- Excellent attention to detail, and organizational / planning skills
- Strong communication skills, and the ability to collaboratively guide and support colleagues who do not have a financial background
- The ability to maintain strict confidentiality in sensitive matters relating to the organization and its employees
- A strong service ethic, with an attitude of continuous improvement and problem-solving
- A willingness to go above and beyond when circumstances require, with a passion for supporting a greater mission of building community
- The ability to work a flexible schedule, including evenings and weekends on occasion, as organizational needs require

And:

- Bachelor's degree in Accounting, Finance, or a related field
- 2-5 years of accounting / finance experience, preferably in a non-profit setting
- Experience working with a Board of Governors/Directors in a non-profit setting preferred
- CPR/AED certification or the ability to obtain certification within 90 days of hire

This position is full-time exempt and works on-site at the Community House. The starting salary range for this position is \$70,000-\$75,000, and compensation includes medical, dental, short-term and long-term disability, and life insurance; paid sick, vacation, personal, and holiday time; 401(k) plan; and a free fitness center membership.

To apply, submit resume and cover letter to Amy Skalinder, President/CEO, [amys@mywch.org](mailto:amys@mywch.org). Applications will be reviewed as they are received.

*The Community House does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, ancestry, age, sex, gender identity, marital status, order of protection, disability, military status, sexual orientation or sexual identity, pregnancy, unfavorable discharge from military service, genetic information, reproductive health decisions, family responsibilities, or other segmenting factor protected by law.*