

Finance Manager

ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of women from the community who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing people, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with over 65 staff, doulas, and contractors serving over 300 pregnant people and their families annually. Our programs (Birth Doula Services, Community-Based Outreach Doula Program, Lactation Support Peer Counseling, and Perinatal Collaborative) support low-income pregnant people and families to help them establish strong and healthy foundations. Over 75% of Open Arms clients identify as people of color, and we are highly-regarded for providing culturally relevant and appropriate support. Today, Open Arms has an annual operating budget of over \$3.2M through a combination of funding from public institutions, private foundations, and individual donors.

Open Arms recognizes that the earliest experiences impact brain development, and we work with families to give our next generation the best beginning. We strive for multiculturalism, respect, and racial equity to permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant people, babies and new parents, and providing resources to help transform those dreams into reality.

Ninety percent of the world’s wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into racism and social inequity, whose mothers too often suffer from stress, social isolation, domestic violence, food insecurity and unstable housing in addition to insufficient health and parenting resources. In King County today, Native and African American infants are twice as likely to die within the first 28 days of life than white infants. Open Arms’ services work to address and mitigate these risk factors, so that parents and babies receive the best possible start and avoid poor outcomes that can have negative consequences possibly lasting a lifetime.

Open Arms’ services and community-based approaches are working, and people are taking note. Open Arms is the first community doula program in the nation to be accredited through HealthConnect One. The agency has won several local awards including the Seattle Human Services Innovative Programs Award, as well as SOAR’s Community Achievement Award. Our funding partnerships with Social Venture Partners, Pacific Hospital PDA, Perigee Foundation, and Thrive Washington demonstrate that Open Arms has earned the support and respect of the local philanthropic community.



MISSION

Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.

VISION

Thriving children. Healthy families. Powerful communities.

VALUES

- 1. Respect: Holding complexity for people and cultures**
- 2. Family: Relationships are at the heart of what we do**
- 3. Justice: Boldly disrupting oppression**

JOB DESCRIPTION

The ideal candidate has experience in nonprofit accounting and bookkeeping, is exceptionally organized, capable of managing and prioritizing multiple tasks and deadlines in a fast-paced environment, collaborative, and maintains a high level of attention to detail. The position requires strong interpersonal and communication skills, a high degree of integrity, and cultural versatility. The Finance Manager will join the Chief Financial Officer (CFO) and Bookkeeper on the Open Arms finance team.

Open Arms deeply appreciates the skill and experience that birthworkers bring to our world. Based on the demands and requirements of this particular position, *if* the applicant is interested in taking on any births for Open Arms clients, the applicant can only take on one (1) Open Arms birth per year. Being an active or current doula is not a requirement of the position.

Note about COVID-19 work environment: *Since March 2019, Open Arms quickly adjusted to a remote-work model for all office support staff and an adapted visit model for home-visiting doulas. We anticipate keeping a remote-work schedule until further notice and the leadership team is carefully evaluating options for a safe reopening with input from staff. Meetings are all conducted virtually and some of the responsibilities outlined below will be put on hold or modified while we continue working remotely. Open Arms will provide you with the technology and equipment you need to be able to work comfortably and safely. We have also encouraged staff to flex their schedules to accommodate for children being at home and we support adjustments that parents need to make to juggle this complicated time. Feel free to discuss any concerns you have during the interview process.*

Essential Functions:

- Develop and maintain financial processes and documentation that allow the organization to make sound decisions
- Implement systems for processing, tracking, and reporting financial information in a timely manner
- Manage and coach the Bookkeeper who is responsible for executing payables, cash disbursements, and company credit card and employee reimbursement processing in Expensify
- Execute payroll, billing, receivables, cash receipts, and general ledger functions
- Generate monthly financial statements in a timely manner in order to provide leaders with information needed to manage the organization effectively
- Ensure account reconciliations and journal entries are completed
- Prepare schedules for annual audit and 990 filing and assist with special projects
- Maintain all tax filings by calculating taxes owed, preparing returns, and ensuring compliance with payment, reporting or other tax requirements
- Communicate technical financial information effectively, orally and in writing, to stakeholders with a broad range of familiarity with financial terminology
- Ensure that the organization is in compliance with regulations by aligning with best practices, financial operations, chart of accounts values definition, budgeting, reporting, and internal controls
- Lead and assist with design, development, implementation, maintenance and modification of budget (including cash flow projections for multiple years)
- Analyze financial information and prepare dashboard for the management to discuss financial health of the organization
- Work with program staff to create financial statements to meet the requirements of various grant reports
- Provide coaching and mentoring to bookkeeper as well as perform annual performance review
- Participate in professional development opportunities to enhance skills and knowledge around financial-related matters

Required Qualifications:

- Three years or more of accounting experience in a nonprofit environment
- Bachelor's Degree in accounting or related field (or equivalent work experience)
- Proficiency in QuickBooks (Desktop) and MS Excel
- Working knowledge of accounting principles, fund accounting, GAAP, nonprofit accounting, laws, tax codes, government regulations, and best practices
- Effectively manages time and projects, demonstrated by meeting or exceeding deadlines and sufficiently anticipating task duration
- Demonstrates self-direction by staying organized and following through on projects and tasks
- Actively learns on the job through exposure to new challenges, training opportunities, and learning from others
- Independently gathers information to perform financial analysis and explain complex concepts to unfamiliar audiences
- Highly organized with strong attention to detail, follow up, and task management
- Aptitude for solving problems with creativity and resourcefulness
- Effective oral and written communication skills
- Demonstrated ability to maintain confidentiality
- Successful experience supervising others
- Ability to work collaboratively with colleagues from diverse backgrounds. The applicant should have a strong racial, disability, gender and economic justice framework.
- Passion for and commitment to the mission of Open Arms.
- Background check required

Mental and Physical Requirements

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Mental Requirements:

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires independent decision-making and problem analysis to make recommendations for improvement and/or be involved in discussions around changes. The position requires creative thinking for resourcefulness and process improvements. Attention to detail also required.

Physical Requirements:

This position continuously requires sitting, hearing (using assistive devices if needed), repetitive motion of the hands/wrists, and computer screen use. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for work-related travel. Working conditions include an open-office work environment, normal office work primarily based at our Seattle location on Beacon Hill. Some tasks require the ability to lift items heavier than 10lbs and require driving related to pick up and delivery of baby items. Employment is not dependent on the applicants' ability to do this.

WHAT WE OFFER

- **Compensation:** This is a 40-hour-per-week, exempt position with a salary range of \$57,000 - \$63,000 annually, commensurate on experience and qualifications.
- **Benefits:** paid health, vision, and disability insurance; generous paid time off (35 days per year to start for full-time employees with anniversary increases) and paid holidays (17 days per year); employee assistance program; cell phone stipend; mileage reimbursement; self- or family- care stipend; and professional development opportunities. Option to contribute to a 401k, flexible spending and dependent care expenses account, and supplemental insurance.
- **Professional Development:** Open Arms is committed to the professional development of our staff. Each year we allocate professional development funds for each employee as well as support various group-training opportunities provided by Open Arms or by outside organizations. We know that historically BIPOC individuals do not have the same opportunities in society and as a result, these communities are underrepresented in leadership positions. We aim to support employees in their advancement both within Open Arms and to the outside world.
- **Flexible and family-friendly environment:** Because of our mission and the services we provide, Open Arms is proud and committed to being a family-friendly workplace. We offer flexible work schedules with remote work being part of the usual weekly schedule for almost all staff as it fits with their job duties. We also offer generous PTO for self and family care. Children of any age are welcome in our office, and many staff bring their children to work on a regular or as-needed basis. We have an onsite lactation lounge and encourage chestfeeding in the workplace.
- **Supportive and inclusive workplace culture:** We have an informal workplace culture, and staff develop strong, supportive connections with each other. We have a highly collaborative culture and open office work environment. We are proud of our extremely diverse staff in all demographic areas, which creates a very rich and inclusionary organizational culture. More than 80% of our staff identify as people of color.
- **Commitment to equity:** Open Arms strives to be an affirming, positive, diverse work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from communities of color and other historically underrepresented and marginalized groups.

APPLICATION PROCESS

Send a resume and cover letter to hr@openarmsps.org with “Finance Manager” in the subject line by **October 30, 2020**. No phone calls or paper submissions please.