

FARMWORKER &  
LANDSCAPER  
ADVOCACY  
PROJECT



PROYECTO  
DE AYUDA PARA  
TRABAJADORES  
DEL CAMPO Y  
JARDINEROS

## FINANCES COORDINATOR

**Position:** FLAP is seeking to hire a full-time Finances Coordinator (“FC”) responsible for FLAP’s day-to-day finances. The FC will work closely with the Executive Director and finances team.

**Compensation:** Pay and benefits depend on experience and skills. Benefits include health insurance, 11 paid holidays, 12 paid sick days, 12 paid vacation days, mileage reimbursement for job-related travel at the IRS rate, paid leave, reimbursement limit to \$100 dollars per month for remote work expenses (such as internet use), malpractice insurance, Social Security, unemployment and workers’ compensation. Salary depends of experience, starting at **\$60,000** per year. Necessary equipment to perform the position’s responsibilities will be provided.

**Employment Status:** Full-Time-Exempt.

**Reports to:** Executive Director.

**Location:** During **COVID-19** all FLAP staff is working remotely. Once it is safe to return to FLAP’s office, the organization will evaluate what the expectation is for the FC in this regard.

**Physical Demands:** The FC will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. Manual dexterity is required. The FC must possess normal vision or correctible to within normal ranges.

**Background:** FLAP is a 501(c)(3) non-profit organization, *at an exciting point in its growth*, committed to improve working conditions and opportunities for low-income workers and their households in the cannery, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries. The organization carries out its mission through advocacy, community outreach and education, litigation, community legal education, information and referrals, partnering with other organizations to fight human labor trafficking, preventing family separations by helping immigrants secure dual citizenship for their children and facilitating access to cash transfers to very low-income populations. FLAP provides these services free of charge and without regard to immigration status. FLAP does not receive funding from the Federal Legal Services Corporation.

For additional information please visit: <https://www.flapillinois.org/>

To sign up for FLAP’s Newsletter: <http://eepurl.com/gJwhRn>

To see FLAP’s work in action and receive daily organizational updates, connect with FLAP on social media:

Bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

In Spanish, for workers: <https://www.facebook.com/landscaper.flap/>

For more information on the direct impact of FLAP’s Executive Director’s work, please visit: [facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994)

## **Responsibilities:**

### **Financial Oversight and Performance**

- Collaborate with the ED and other staff in the drafting and execution of budgets and financial reporting requirements, prepare programmatic grant reports, administer and execute grants ensuring compliance with governmental agencies and regulations (including private foundations, state and federal funding, CCDPH, IDHS and A2J).
- Draft the organization's annual budget for the ED review and Board of Directors approval.
- Identify cost-effective investment of resources.
- Recommend additional savings by making strategic choices, prioritizing needs, consolidating contracts, and driving efficiencies.
- Prepare and reconcile daily cash balances, and perform accounts receivable and payable tasks as needed.
- Work with the organization's Accounting, Auditor and other consultants, directing finances, audit, payroll and managing QuickBooks.
- Submit reports and assist with additional tasks as directed by the Executive Director.
- Present information on FLAP services at meetings, and participate in local task forces.
- Draft necessary procedures for best finances practices.

### **Qualifications:**

- Financial management experience.
- Experience with fund- or project-based accounting and managing restricted grants and assets desired.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience overseeing information systems and infrastructure, including hardware, software, and accounting/finance applications.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to multi-task and wear many hats in a *fast-paced* environment.
- Ability to work against tight timelines, operate with a sense of urgency, perform under pressure to meet deadlines and answer e-mails.
- Ability to work with people of diverse economic, educational, and social backgrounds, while demonstrating a commitment to social justice and immigrant rights.
- Ability to document facts carefully, maintain confidentiality of information, work independently and with staff to meet deadlines.
- Demonstrable computer skills with the internet, e-mail, Microsoft Office, Windows, Microsoft Word, Excel, Outlook, QuickBooks, and other programs.

**Application:** To be considered for the position, please send: (1) resume, (2) cover letter indicating date when you can start working and salary expectation, (3) writing sample and (4) two references via e-mail at [asossa@flapillinois.org](mailto:asossa@flapillinois.org) attention to: Alexandra Sossa, Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602. Please write: “FC” in the subject line of the e-mail.

Applications will be reviewed until the position is filled. FLAP intends to fill the position ASAP. The organization ***will not accept incomplete applications***. It is permissible to e-mail questions asking for clarification.

*Note: this is a grant-funded position; continued employment depends on performance and availability of funds. People of color and women are urged to apply.*

*FLAP is an Equal Opportunity Employer!*