

FARMWORKER &  
LANDSCAPER  
ADVOCACY  
PROJECT



PROYECTO  
DE AYUDA PARA  
TRABAJADORES  
DEL CAMPO Y  
JARDINEROS

## **DIRECTOR OF OPERATIONS AND FINANCE**

**Position:** [FLAP](#) is seeking to hire a Director of Operations and Finance (DOF) responsible for working closely with the Bilingual Chief Executive Officer (CEO) to develop and implement a sustainable organization's Operations and Finances plan providing oversight of all aspects of **FLAP's** Operations and Finances activities and ensure that strategies align with the organization's Strategic Plan to support the growth and long-term sustainability of the organization. The DOF offers insights and expertise regarding critical decisions about long-term planning and growth, especially in connection to how philanthropy can positively influence the overall health of the organization.

**Compensation:** pay and benefits depend on experience and skills. Benefits include 100% of premiums for health insurance and 99% of premiums for dental and vision insurances. This means that 1% of the dental and vision monthly premiums would be covered by the employee if they choose to enroll, 15 paid holidays, 10 paid sick days, 10 paid vacation days, that increases with seniority, 401(k), mileage reimbursement on a monthly bases for job-related travel at the IRS rate, travel based expenses such as for meals, malpractice insurance, social security, unemployment and workers' compensation. The starting annual salary is **\$90,000** for those with five years' experience and depends on relevant experience and skills. Position is eligible for enrollment in IBR- Repayment program for federal loans that are based on income and loan may be forgiven in as little as 10 years. <http://askheatherjarvis.com/> Necessary equipment to perform the position's responsibilities will be provided.

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

**Reports to:** Bilingual Chief Executive Officer.

**Location:** 77 W. Washington Street # 1100, Chicago, IL 60602 with the expectation to travel attending community meetings and events outside of the FLAP office.

**Work Schedule:** 40-55 hours per week, including occasional evenings and weekend hours, attendance at select community events where the organization needs to be represented.

**Transportation:** This position requires geographic mobility in Illinois and to go to **FLAP**'s office. Therefore, because the DOF is regularly required to attend meetings on behalf of **FLAP**, the DOF must have access to a reliable vehicle for travel, legally mandated automobile liability insurance, and a valid driver's license.

**Physical Demands:** The DOF 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.

**Personnel Supervised:** Bilingual Senior Operations and Finances Specialist, Bilingual Assistant, Interns, Externs, Fellow, other staff, Contractors and/or Consultants.

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

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

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Website: <https://www.flapillinois.org/>

Donation page: <http://www.flapillinois.org/donate/>

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

For more information on the direct impact of **FLAP**'s Bilingual Chief Executive Officer's work, please visit: [facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994) and <https://www.linkedin.com/in/alexandra-sossa-910bb430b/>

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

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

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

Twitter: <https://twitter.com/FLAPillinois>

Instagram: <https://www.instagram.com/flapillinois/>

YouTube: <https://www.youtube.com/channel/UCJAzURFw-j8tXJAY6PbEnBg>

LinkedIn: <https://www.linkedin.com/company/farmworker-and-landscaper-advocacy-project>

Thriller: <https://triller.co/@flapillinois>

**FLAP**'s social media handles.

**Facebook:**

@Farmworker and Landscaper Advocacy Project

@Flap Para Los Trabajadores

**Instagram:**

@flapillinois

**X:**

@FLAPillinois

**LinkedIn:**

@FarmworkerandLandscapeAdvocacyProject

**TikTok:**

@flapillinois

**YouTube:**

@ farmworkerandlandscaperadv7262

**Triller:**

@flapillinois

**Responsibilities:****Financial Oversight and Performance (60%)**

- Collaborate with the CEO other staff in the drafting and execution of budgets and; financial reporting requirements;
- Produce quarterly and monthly financial reports and vouchers for grant reimbursements
- Revise grants budgets as needed;
- Administer and execute grants and ensuring compliance with governmental agencies and regulations (including private foundations, state and federal funding, IDHS, ILA2J, etc.);
- Draft the organization's annual budget for the CEO reviews and Board of Directors approval;
- Support the annual budgeting process, creation of income schedule to support the revenue and expense assumptions
- Identify cost-effective investment of resources;
- Recommend additional savings by making strategic choices, prioritizing needs, consolidating contracts, and driving efficiencies;
- Submit daily deposits, maintain and manage petty cash, 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 checkbook and QuickBooks.
- Present information on **FLAP** services at meetings, and participate in local task forces.
- Draft necessary procedures and update manuals for best finances practices;
- Submit reports
- Monitor grants expenditures
- Responsible for all accounts payables (pay bill, download invoices, upload to QuickBooks, etc.)
- Responsible for all accounts receivables (keep track of incoming payments, create invoices into QuickBooks)
- Attend finance meetings
- Maintain payroll calendar and process payroll through "GUSTO"
- Oversee submittal of timesheets
- Prepare financial documentation for audits and assist with overall process
- Monitor closely bank accounts and ensure **FLAP** bank accounts are accurate
- Monitor and update staff allocations to grants
- Assist with any additional tasks assigned to advance the organization's mission,

## **Operations: (25%)**

### **Operations:**

- Serve as facility manager for the day-to-day operations of **FLAP**;
- Maintain and destroy paper and electronic files, implement and maintain office equipment plan, including project management systems, hardware, software, order office supplies, mailing and delivery services, and other basic tools for daily operations.
- Ensure **FLAP**'s network is functional;
- Support the Director of Development and Communications (DDC) with programmatic grant reports;
- Present information on **FLAP** services at meetings, and participate in local task forces; Update, save and disseminate expense reports, holiday schedule, timesheet yearly or as needed
- Keep track of staff mandatory trainings
- Facilitate recruiting (job posting and monitoring), schedule appointments and attend interviews
- Coordinate employee benefits
- Communicate with Registered Agent to ensure is complaint with regulatory bodies', such as filing of yearly reports and forms with the Attorney General's Office, The Secretary State's Office, and other government/funding offices
- Maintain all approved **FLAP** memberships
- Coordinate and attend **FLAP** internal meetings (i.e: one-one one, leadership, management team, staff, etc)
- Maintain personnel files
- Coordinate the submittal prepare Board of Directors packets, including prepare and present reports at Board of Directors meetings
- Maintain Board of Directors files and meeting minutes
- Coordinate office celebrations (i.e employee anniversaries, birthdays, recognitions, awards, etc.)
- Make purchases on behalf of the organization;
- Assist with any additional tasks assigned to advance the organization's mission,

### **Human Resource and Staff Management: (15%)**

- Perform all human resources functions. This includes recruiting processes, onboarding and offboarding of staff, interns, externs, fellows, contractors and consultants;
- Coordination, personnel records maintenance, evaluations, terminations, benefits administration, job description updates, approval of timesheets and ensuring the organization functions within all established policies and guidelines;
- Draft necessary procedures for best practices;
- Establish a comprehensive training program to educate employees regarding staff tools, policies and procedures; and improve staff retention;
- Develop new ways to promote teamwork and collaboration across the organization, and keep morale high across all stakeholders;

- Manage worker classification compliance efforts;

**Development Support: (5%)**

- Coordinate finance responsibilities for submission of all grants, including government contracts with CEO and DDC;
- Attend site visits, foundations meetings and trainings, when required;
- Coordinate all program report submission for federal and state funds (i.e: ILA2J);
- Monitor deliverables and follow-up with staff if necessary;
- Maintain relationships with governmental grant monitors;
- Help develop community outreach and education plan;
- Assist with any additional tasks assigned to advance the organization's mission.

**Qualifications:**

- Minimum of three (3) years' experience of Professional accounting, financial and operations management a non-profit organization;
- Experience with fund-or project-based accounting and managing restricted grants and assets.
- 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 priority, 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, Salesforce, and other programs.

**Application:** To be considered for the position, please send the following, *via e-mail*, to [info@flapillinois.org](mailto:info@flapillinois.org) in attention to Alexandra Sossa, **FLAP** Bilingual Chief Executive Officer, write: “**DOF**” in the subject line of the e-mail:

(1) resume;

(2) writing samples (if Spanish speaker, one in Spanish and one in English. There are not particular requirements for this);

(3) at least two references giving **FLAP** permission to contact them, and;

(4) cover letter indicating: **(a)** date when you can begin work, **(b)** minimum salary expectation,

**(c)** explaining if you are planning to have a second job, and if so, what job is this and how you

will manage your time at **FLAP**, (d) at least three dates with a time frame you will be available for a no more than 15 minutes phone call for initial screening.

**FLAP** *will not accept incomplete applications*. Position will remain open until filled, but **FLAP** seeks to fill this position ASAP. It is okay to e-mail for clarification questions at [info@flapillinois.org](mailto:info@flapillinois.org)

***FLAP** is an Equal Opportunity Employer and has an affirmative policy to maintain the work place free of sexual harassment and intimidation!*