

INSTITUTE FOR NONVIOLENCE CHICAGO

TITLE: Assistant Budget Director

Reports to: Chief Operations Officer

ESSENTIAL FUNCTIONS:

Provides support and guidance in budgeting and forecasting for programs. Develops and implements complex financial reporting systems to track all program costs. Analyzes financial performance, using a high level of judgment and decision-making, interprets results, and reports findings to management. Works with diverse staff. Supervises Accounting Clerk.

RESPONSIBILITIES:

1. Working with program staff prepares annual INVC budgets for assigned areas. Prepares forecasts quarterly using the latest information available and through ongoing communication with program staff.
2. Works with program staff to prepare funder budgets, reports, and revisions as necessary for assigned areas. Reviews reports prepared by staff accountants/financial analysts.
3. Maintains budget and forecast database monthly for assigned areas.
4. Prepares ad hoc financial analysis as requested.
5. Participates in month-end close related to contract revenue accruals and staff allocations.
6. Reviews and analyzes cash collection data and aging reports for assigned areas and for staff accountants/financial analysts. Follows-up on delinquent funders.
7. Responds to requests from program staff for financial analysis.
8. Assists in the annual year-end reports.
9. Supervises/Trains Accounting clerk in assigned areas.
10. Regularly meets with Executive Director, COO, and Program Managers to advance their understanding of complex financial reporting and assist them in managing their projects financially.
11. Find ways to streamline processes and improve efficiencies

QUALIFICATIONS:

Bachelor's Degree. At least 5 years of experience in non-profit organizations. Government contract experience required. Working knowledge of Microsoft Office Products, Excel Access, and Word. Ability

to work independently and interact effectively. Ability to work effectively with diverse individuals and groups.

For consideration, please submit a resume and cover letter to birgettaw@nonviolencechicago.org

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