



AMERICAN CIVIL LIBERTIES UNION

Ohio

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| JOB TITLE: | Finance and Compliance Coordinator |
| REPORTS TO: | Director of Finance and Operations |
| DEPARTMENT: | Administration |
| FLSA STATUS: | Non-Exempt |
| LOCATION: | Cleveland |
| DATE: | March 3, 2025 |

POSITION SUMMARY: The Finance & Compliance Coordinator ensures operational effectiveness, particularly relating to finance, compliance and facilities. Maintains and supports efficient and fiscally sound processes and procedures.

ANNUAL SALARY: \$56,597. Salary is non-negotiable.

Compensation: Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new director level hires receive five (5) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and fourteen (14) paid federal holidays. All ACLU of Ohio employees are required to work and be permanent full-time residents in the State of Ohio for the duration of employment with the organization.

Key Responsibilities:

Process financial documents and information efficiently and accurately.

- Oversee bookkeeping procedures, including accounts payable, monthly bank reconciliation, bill payment, vendor files, data imports and data entry.
- Prepare and submit bi-weekly payroll to service provider.
- Manage elements of the annual audit and IRS 990 forms as assigned by the Director of Finance and Operations.
- Serve as part of the staff team preparing the annual budget.
- Resolve disputes with vendors as necessary.
- Work with the contract bookkeeper to ensure timely completion of investment account reconciliations and general ledger entries.
- Monitor all expenditures in accordance with the budget, including grant expenditures.
- Support staff members in use of the expense reimbursement platform.
- Along with the development team, prepare monthly internal reconciliation of donations and the annual revenue reconciliation.
- Prepare other financial reports as requested.
- Maintain confidentiality regarding sensitive financial and personnel information.

Ensure timely and accurate compliance with all regulatory and internal policies and procedures.

- Track administrative, compliance and statutory requirements and deadlines and ensure timely submissions.

- Prepare and submit reports, forms and required documentation to federal, state and local agencies and national ACLU, including charitable registration renewals, workers' compensation, 401k submissions, affiliate surveys and employee censuses.
- Regularly review and update the agency's malpractice insurance, commercial umbrella insurance, and unemployment surety bond.
- Manage file storage and archiving procedures and ensure compliance with records retention and confidentiality guidelines.
- Ensure the timely filing of all local, state and federal taxes.
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
- Maintain knowledge of employment legislation and ensure the organization's compliance.

Support other administrative functions as needed.

- Schedule inspections, arrange for repairs, negotiate and renew service and maintenance contracts, order equipment and supplies, maintain related records.
- Act as a staff contact for employee benefits, such as health and retirement.
- Arrange details for board of directors meetings, including scheduling, booking meeting space, selecting menu items, organizing documents, and taking minutes.
- Maintain the board of directors Intranet.
- Maintain appropriate human resources data within the payroll system.

MINIMUM QUALIFICATIONS:

- 5+ years in an administrative position.
- Commitment to civil liberties, racial justice and equity and inclusion.
- Able to work independently, with strong attention to detail.
- Prior non-profit experience.
- Previous bookkeeping experience using QuickBooks or comparable accounting software.
- Familiarity with, and interest in learning the more advanced features of, Microsoft Excel, Teams, SharePoint and Outlook.
- Able to travel occasionally to other Ohio ACLU offices in Columbus and Cincinnati.
- Hybrid schedule, with 1-2 days/week in the Cleveland office.