



Job Announcement: Office and Finance Manager

Virginia Poverty Law Center works to break down systemic barriers that keep low-income Virginians in the cycle of poverty through advocacy, education, and litigation. The Office and Finance Manager will be an integral part of our administrative team responsible for the day-to-day financial and office operations of the organization. This position will report to the Deputy Director and interact with staff members, Board members, building management, and the public. We are seeking a highly motivated, organized, people-oriented, and principled individual to join our team.

Accounting:

Maintain general ledger; monitor cash management and cash flow; manage accounts payables and accounts receivable; process receipt of cash, checks and online transactions; reconcile monthly bank and investment accounts and credit card purchases; create and distribute internal financial reporting; assist in budget process; track federal and non-federal grants, including budgets, expenses, invoices, and financial reporting; prepare data and assist with annual audit.

Human Resources:

Administers semi-monthly payroll, including salary changes, timekeeping, and grant allocations; provides orientation information for new employees and interns; maintain personnel files; manage and reconcile benefits programs including health, dental, and life insurance, long and short-term disability, 403(b) accounts and flexible spending.

Office administration:

Order and maintain office supplies, equipment, and furniture; maintain office systems including telephone system and voicemail, copier leasing/contracting and maintenance, facilities management; manage technology with third party help desk; procure and manage all program insurance policies including general liability, professional liability, and workers compensation; updates policies and procedures.

Qualifications: Excellent grasp of general accounting principles for not-for-profits; excellent communication and problem-solving skills; highly organized and able to meet deadlines; responsive and able to expertly multitask; experience with human resource management; competence with technology.

Salary:

Salary is based upon experience, with the range from \$60,000 to \$75,000.

Location:

This position is based in Richmond, VA with the option for a hybrid schedule.

Why work with us?

VPLC offers a welcoming, flexible, mission-driven, and employee-focused work environment. We offer a competitive benefits package that includes:

- Generous annual paid time off
- 95% employer paid health, dental, and vision insurance for employees and their families

- 403(b) retirement plan with 6% employer contribution, no match required
- Optional hybrid work schedule/flex time
- Strong commitment to professional development
- Financial assistance with relocation to work in our Richmond office

VPLC is an equal opportunity employer and highly values diversity. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, citizenship, disability, and veteran status.

Interested candidates should submit the following to **hiring@vplc.org**:

- Resume
- Cover letter
- References