



Finance Manager Position Description

The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that wages justice through accountability for human rights abuses around the world. We are seeking an exceptionally organized and detail-oriented individual to join our dynamic team as a full-time Finance Manager to support our financial systems and infrastructure during an exciting period of organizational growth. This is an excellent opportunity for a mid-career nonprofit finance professional keen to hone their skills at young international human rights organization and excited by the prospect of building and improving financial infrastructure as CFJ continues to scale internationally.

Programming

TrialWatch has the mission of exposing injustice, helping to free those unjustly detained, and promoting the rule of law around the world. TrialWatch monitors criminal trials globally against those who are most vulnerable – including journalists, women, LGBTQ+ persons, and minorities – provides legal support to victims of unfair trials and works to reform unfair laws. Over time, TrialWatch will use the data it gathers to publish a Global Justice Ranking exposing countries' performance and use it to support advocacy for systemic reform.

The Docket gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice. This initiative combines investigations, legal action and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change. Its projects include bringing to justice those involved in financing conflicts through looting and illegal antiquities trading and gathering evidence of crimes against humanity committed in Venezuela, Sudan, and the DRC.

Waging Justice for Women, our newest initiative, aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts. Using data that we gather and working hand in hand with women-led local organizations, our team uses legal avenues to overturn unfair laws, help victims get redress, and bring perpetrators to justice.

Responsibilities:

- Manage the day-to-day of CFJ's financial systems and infrastructure under the direction and supervision of the Head of Operations;
- Execute key bookkeeping functions, including paying invoices and expense reimbursements for staff, tracking income and expenses, maintaining the general ledger, and creating invoices;
- Maintain and manage the integration of Rippling and Blue Marble payroll systems, Expensify, Bill.com, and other financial software tools;

- Create budgets for donor/grant applications and specific projects and support Head of Operations in creating CFJ's annual operating budget;
- Support the Head of Operations in building sustainable financial systems infrastructure including designing and iterating financial dashboards, improving international payroll integration, and expanding grant status reports;
- Work with Head of Operations and Director of Strategic Initiatives to grow CFJ's long-term financial strategy;
- Review major financial contracts for compliance with GAAP;
- Accelerate accounting/bookkeeping, or other financial issues to the Head of Operations or Director of Strategic Initiatives where relevant;
- Run monthly financial and grant reports for presentation to Head of Operations and Director of Strategic Initiatives;
- Support Head of Operations in creating and presenting quarterly financial standing reports to CFJ's Treasurer and occasionally present financial information to the CFJ Board of Directors and Co-Presidents alongside the Head of Operations and Director of Strategic Initiatives;
- Work with Director of Strategic Initiatives to collect pledges, create pledge reminders to donors, fill out bank transfer forms, and write donor acknowledgement letters;
- Prepare for and lead CFJ's annual independent audit and tax preparation under the supervision of the Head of Operations;
- Maintain proper paper and electronic copies of records such as grant agreements, checks, receipts, etc.; and,
- Other duties as may be assigned by the Head of Operations or Director of Strategic Initiatives.

Required Skills/Experience:

- Bachelor's degree or equivalent in finance, accounting, business administration, or related discipline;
- 5-7+ years of experience in and knowledge of U.S. 501(c)(3) public charity finance;
- Demonstrated understanding of nonprofit accounting and financial management;
- Experience in budget development, forecasting, financial planning, procurement, and vendor management;
- Experience coordinating banking and accounting relationships and coordinating annual audit processes;
- Strong knowledge of nonprofit financial best practices, including US Generally Accepted Accounting Principles (GAAP), including grant accounting, compliance, and reporting;
- Familiarity with relevant laws governing tax-exempt organizations;
- Demonstrated ability to work with an agile, international, and multi-cultural team;
- Outstanding written and oral communications skills, including the ability to articulate concepts that blend data and narrative text;
- Desire or willingness to adopt an entrepreneurial mindset; and
- Passion for and interest in CFJ's mission.

Preferred Skills/Qualifications:

- Experience setting up financial systems and policies for a start-up nonprofit organization;
- Knowledge or previous exposure to early stage growth nonprofit organizations;
- Knowledge or previous exposure to human rights work;
- Experience working in multiple currencies;
- Fluency in a language other than English.

Location

New York, NY

Compensation

Comparable to US \$75,000 - \$100,000, depending on experience

Start Date

As soon as possible

To Apply

Submit a resume and a list of 3 references to employment@cfj.org no later than February 6, 2023

CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.