

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Finance Director

Employment Type: Full-Time, Exempt, Staff Position

Supervisor: Executive Director

Position Description:

SCOPE seeks an experienced Finance Director to lead our financial operations and ensure the organization's financial health and stability. The Finance Director is responsible for developing and strengthening our financial infrastructure, supporting SCOPE's Board of Directors in strategic financial planning projects such as investment and real estate, supervising the Staff Accountant and external finance consultants, and ensuring the integrity of our accounting and compliance functions. The Finance Director reports to the Executive Director and serves as an integral member of the leadership team.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely Black, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties and Responsibilities:

Financial Management and Strategic Planning (60%)

- Direct the organization's financial management, including long- and short-term financial planning, financial analysis, budgeting, financial reporting, cash management, risk management, and investments.
- Supervise the preparation of financial statements, reports, and grant budgets to ensure accuracy and compliance, and present them to the Board of Directors and stakeholders.
- Collaborate with senior staff, Board of Directors, and finance and audit committees to develop financial strategies, policies, and procedures, and advise and assist in their implementation.
- Conduct financial analysis to identify trends, risks, and opportunities for organizational growth and sustainability, and participate in the development and monitoring of investment plans and policies.
- Support the Board of Directors' real estate committee in evaluating options regarding SCOPE's building.
- Develop and manage detailed annual budgets and financial projections based on programmatic and development input,
- Support the Development Manager with grant budgeting, reporting, and tracking revenue to ensure alignment with organizational priorities and funding requirements.

Accounting and Compliance Oversight (35%)

- Provide supervision and guidance to the finance team, including the Staff Accountant and any external financial consultants such as tax preparers and auditors.
- Oversee all accounting functions, including accounts receivable, accounts payable, payroll, bank reconciliations, and preparation of monthly financial reports.
- Ensure accuracy of financial records and compliance with accounting principles and regulations.
- Oversee the annual budget development, quarterly financial reporting, and annual audit processes to ensure adherence to budgetary and policy guidelines.
- Collaborate with legal counsel to ensure timely and compliant reporting of grassroots lobbying and political expenditures, and maintain compliance with accounting standards and regulations.
- Manage compliance with government contracts and other regulatory requirements.
- Develop and implement sound accounting policies and procedures to ensure compliance with relevant laws and regulations.

Organizational and Administrative Duties (5%)

- As part of SCOPE's Management Team, collaborate and coordinate with SCOPE staff and departments to integrate finance functions into organizational plans and strategies.
- Actively participates in SCOPE Executive Team meetings and/or other leadership spaces, monthly staff meetings, organizational events, annual staff retreats, and other activities required of staff as part of the Finance team.
- Develop and maintain systems and tools to support the effective implementation of finance staff's work plans and responsibilities.

Essential Knowledge and Abilities:

- 5+ years of increasing leadership experience in managing general accounting controls, systems, and procedures within political or nonprofit organizations.
- Bachelor's degree in finance, accounting, or a related field (Master's degree preferred), supplemented by relevant advanced credentials such as an MBA, CPA or equivalent experience.
- A demonstrated commitment to social justice, racial justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.
- Management experience supervising staff, managing budgets, and effectively handling multiple priorities and projects through planning, prioritizing, executing and tracking.
- Strong collaborative and problem-solving abilities, with a track record of working effectively both independently and as part of a team.
- Extensive knowledge of nonprofit financial management, including budgeting, grant accounting, and compliance with Generally Accepted Accounting Principles (GAAP).
- Experience developing and implementing new finance systems, and knowledge of restricted contributions and grant reporting.
- Excellent written and verbal communication and interpersonal skills.
- Strong analytical skills, attention to detail and documentation of work.
- Proficiency with computer systems; Microsoft suite, Google, Outlook, Accounting Software – Quickbooks.
- Willingness to work flexible hours, including weekends, when necessary.
- Access to reliable transportation required.

Preferred Knowledge and Abilities:

- Familiarity with relationship between 501c3 and 501c4 organizations.
- Familiarity with grassroots organizing, voter engagement, and campaigns.
- Experience in managing government contracts and compliance requirements.

Work Environment: This position operates 100% on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, exempt, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of **\$90,000** fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include **"Finance Director"** in the subject line.