



AMERICAN CIVIL LIBERTIES UNION OF UTAH  
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## Position **Director of Finance and Administration**

The ACLU of Utah seeks applicants for a full-time Director of Finance and Administration. As a state affiliate of the American Civil Liberties Union, the ACLU of Utah works to advance civil rights for everyone in Utah.

### **JOB SUMMARY**

This position reports to the Executive Director and is responsible for maintaining the overall and day-to-day fiscal management of the organization, which includes a 501(c)(4) entity and a 501(c)(3) entity with 18 staff members. Combined budget of the entities is approximately \$1.4M. QuickBooks is the accounting software utilized.

A key priority is management and oversight of all accounting systems for both entities including: accounts payable, accounts and pledges receivable, payroll and monthly reconciliations of bank, investment, trust, designated and undesignated net asset, and other balance sheet accounts including the monthly general ledger entries for those accounts. Monthly financial reports are required to be prepared for both entities for management and the board. Annual requirements include preparation of final audit-ready financial statements, support and oversight of the annual audit and tax filings, as well as the annual reconciliation of shared revenue with ACLU National.

The Director also coordinates with the Executive Director in preparing the annual budget, entering such budget in QuickBooks and overseeing the budgeted expenses and revenue for the organization throughout the fiscal year, including the preparation of regular budget-to-actual variance reports for management and the board.

The Director supervises the Office Manager and the Human Resources Manager to ensure that the administrative needs of the organizations are satisfied and staff are properly supported. This position also supports the Finance and Investment Committee of the Board of Directors.

### **PRIMARY RESPONSIBILITIES**

The key duties of the Director of Finance and Administration include:

#### **National Donations & Reconciliation**

The Director is responsible for organizational compliance with cost-sharing rules between the ACLU of Utah and the National ACLU. In coordination with the Development Director, the Director will manage the annual shared revenue reconciliation process with the National ACLU.

#### **Income**

The Director will oversee the deposits and reconciliation of income received, including membership dues, donations, and grants through cash, checks or credit card. Funds received with donor restrictions will be overseen by the Director to ensure they are spent in accordance with donor wishes and that net assets with donor restrictions are reconciled regularly.

#### **Expenses**

The Director will ensure that all bills are paid on time and recorded, ensuring that any charges for Utah sales tax are removed or refunded. In addition, the Director will be responsible for tracking and reconciling disbursements which meet the restrictions specified by the donor.

### **Payroll**

Utilizing a payroll vendor, the Director will manage quarterly and annual tax filings and payroll submission and processing, including tracking paid time off and tracking of lobbying hours. Additionally, the Director is responsible for completing pension and/or 401(k) contributions for employees.

### **Compliance**

The Director will ensure timely and accurate accounting of lobbying hours are reported under the 501(c)(3)(h) IRS definition of lobbying. The Director will coordinate with the organization's outside auditor to prepare for an annual financial audit and timely filings of all documents required by the IRS. Additionally, the Director will ensure necessary levels of insurance are maintained by the organization.

### **Budgeting**

Working with the Executive Director, the Director will create the budget for each fiscal year. The Director will maintain the budget in the accounting software and oversee the annual budget to track revenue and expenses. The Director will prepare budget to actual financial statements for management and the board and report on significant variances.

### **Organization**

Each month, all credit, checking, savings, investment, trust, and other asset, liability and net asset accounts will be reconciled by the Director as part of the month-end close of QuickBooks. The month-end close will include necessary journal entries and the reconciliation of the inter-company accounts and transactions for the organization. The Director will also ensure that all financial records are retained and organized, including deposits, support for expenses, bank statements, credit card statements, transfers, and audit materials.

### **Board Support**

Working with the board Treasurer, the Director will prepare financial statements and dashboard and financial analysis reports as required by the Board of Directors and the Finance and Investment Committee of the Board of Directors. The Director assists the Treasurer in preparing for committee meetings and meetings of the board as required.

### **Supervision**

The Director will provide the Office Manager and the Human Resources Manager with supportive and constructive direct management to ensure the staff can function efficiently and productively in a well-supported and healthy environment. The ACLU of Utah encourages frequent and open conversations between managers and those they supervise.

### **ESSENTIAL SKILLS AND ABILITIES**

- Experience in organizational financial management
- Previous experience in the administration of a nonprofit, business, or other organization, including oversight of annual audits and tax and other regulatory filings
- Supervisory experience
- Exceptional organizational skills
- Familiarity with managing organizational budgets and cash flow
- Excellent interpersonal skills and ability to interface with staff, board members, vendors, and the public while maintaining tact, diplomacy, and confidentiality
- Strong verbal, written, and listening communication skills
- Ability to work as a team member as well as independently
- Proficiency with office technology and information systems including QuickBooks and Excel

- A demonstrated commitment, through previous professional, volunteer or lived experience, to civil rights and civil liberties

#### **DESIRED EXPERIENCE, SKILLS, AND ABILITIES**

- Demonstrated experience applying principles of equity, diversity, and inclusion in previous work, especially in applying those principles to organizational management and administration
- Experience in nonprofit accounting
- Experience working in a fast-paced environment
- Familiarity with databases

#### **COMPENSATION AND BENEFITS**

Salary will be based on relevant experience and skills. The salary range for this position is \$60,000-68,000.

Excellent benefits include paid time off, 12 weeks of parental leave, medical and dental coverage, life insurance, short and long-term disability insurance, robust professional development support, a paid sabbatical after five years of service, and a 401(K) with employer matching contribution that vests after one year of employment.

#### **TO APPLY**

Please submit a resume and a brief cover letter describing your interest in the position to [jobs@acluutah.org](mailto:jobs@acluutah.org). Applications will be accepted until the position is filled. **Review of applications will begin March 15, 2021.**

#### **COMMITMENT TO DIVERSITY AND INCLUSION**

The ACLU of Utah is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage and greatly value applications from all qualified individuals without regard to arrest or conviction, race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability or veteran status.

#### **About the ACLU of Utah:**

*Founded in 1958, the ACLU of Utah is a not-for-profit, nonpartisan organization that utilizes legal, legislative, and public education approaches to fight for individual rights and fundamental freedoms. Our mission is to defend and promote the fundamental principles and values embodied in the Bill of Rights and the U.S. Constitution, including reproductive freedom, immigrant rights, free speech, racial justice, privacy, religious liberty, LGBTQ rights, and more. For more information, please visit [www.acluutah.org](http://www.acluutah.org)*