



DIRECTOR OF FINANCE AND ACCOUNTING

The Mississippi Center for Justice (“MCJ”) seeks a talented professional to lead our finance and accounting functions, including overseeing internal controls, preparing budgets, and monitoring MCJ cash flows.

The Mississippi Center for Justice is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that protect immigrant families, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

The Director of Finance and Accounting will be responsible for setting financial targets, implementing fund-raising strategies, engaging with investors, conducting feasibility studies, monitoring expenditure, supervising accounting staff, overseeing annual insurance, evaluating investments, and managing tax compliance. Your skills in sound financial planning coupled with your ability to direct financial assets will assist our organization in implementing effective financial strategies, managing debt, improving revenue, maintaining a healthy financial position, and enhancing stakeholder confidence.

The successful candidate should possess strong analytical skills, good strategic thinking, excellent communication skills, exceptional numerical proficiency, and strong leadership skills. The noteworthy director of finance should harmonize financial operations, guide efforts towards financial stability, monitor all financial activities, ensure compliance with accounting regulations, and maintain good relationships with stakeholders.

Specific duties include:

- Directing financial planning and strategy.
- Analyzing and reporting on financial performance.
- Preparing forecasts and comprehensive budgets.
- Responsible for the daily management of the general ledger and overseeing financial data input.
- Reviewing all incoming and outgoing invoices and providing preliminary approval on Center expenditures.
- Reviewing and managing cash flow.
- Preparing annual operating budgets.
- Monitoring grant reporting process and preparing financial components of grant reports, as necessary.
- Reviewing, revising, and maintaining internal accounting controls and procedures.
- Monitoring and making recommendations for asset retirement and replacement.
- Overseeing audit and tax functions.
- Preparing audit schedules and information for 990.
- Preparing and analyzing monthly financial reports for campaigns, leadership, and Board.
- Supervising junior accounting staff.
- Serving as liaison to Finance Committee and external auditors.

Qualifications

- Minimum of Bachelor's degree in Business Management, Finance, Accounting, or related field
- Master's degree and/or CPA preferred
- Licensed CPA and/or 8-10 years of experience in non-profit accounting.
- Microsoft Office Suite, QuickBooks, and/or other accounting software
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Strong interpersonal skills with the propensity to successfully foster new and maintain long-standing business relationships
- Excellent communication skills, both oral and written
- Ability to multitask, prioritize, and delegate responsibilities in an effective and efficient manner
- Expert problem solver, analytical thinker, and decision-maker
- Experience with third party payroll processors
- Prior experience managing junior accounting staff, including providing training as necessary
- Passion for social justice and equity
- Extensive experience presenting financial information to non-financial managers and/or Boards of Directors and executive team

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply

Please send cover letter and resume with three professional references to:

Shakyra Graves
Administrative Assistant to Vangela M. Wade, President & CEO
sgraves@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a workplace that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.