



Finance and Operations Manager

ABOUT THE LATINO COMMUNITY FOUNDATION: LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the civic and economic power of Latinos in California. We are the only statewide foundation solely focused on investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We also committed to leading from a place of strength— highlighting the assets and diverse contributions of Latinos in California.

We are at a pivotal stage of growth. Today, LCF leads the largest network of civically engaged Latino philanthropists in the country and has established the first-ever Latino Nonprofit Accelerator. LCF is leveraging its unique role as a grantmaker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit the www.latinocf.org for more information.

ABOUT THE POSITION

The Latino Community Foundation (LCF) seeks a dynamic Finance and Operations Manager to join our team during an exciting time of growth. They will be a trusted, core member of our dedicated team and will enhance and support LCF's accounting and operations processes. The ideal candidate works independently, meets deadlines, sets priorities, and follows through on tasks to completion.

The Finance and Operations Manager will report to LCF's Vice President of Finance and Operations. As LCF expands its statewide footprint, the Finance and Operations Manager will serve as a resource for LCF's Southern California operations. LCF is a dynamic, fun, and fast-paced work environment fueled by a commitment to excellence and integrity. If you are driven by a sense of justice and lead by lifting others, this is the position for you!

Key Responsibilities:

Finance

- Accounting services such as reconciling LCF bank accounts with its accounting and database systems, processing payments to vendors and grantees (includes working closely with accounting firm to ensure proper record keeping of AR/AP), tracking accounts receivables and payables, and purchasing.
- Process and code corporate credit card and other employee expense reimbursements including working with VP of Finance and Operations on implementation and team rollout of expense tracking system.

- Prepare and update liquidity schedule on regular basis, making recommendations of fund transfers.
- Assist with the annual audit, including managing pending item lists and coordinating with accounting firms.
- Prepare tax return schedules, including reconciling accounting reports to annual Salesforce reports.
- Maintain fixed assets schedules and inventory.
- Assist Vice President of Finance and Operations on updating various financial spreadsheets, projections, and reports with the latest available data.
- Adhere to Internal Controls and work with Senior Leadership Team and Governance Committee to update Internal Control policies as needed.
- Assist Finance and Operations team in documenting financial processes and training team members.

Operations

- Manage relationships with vendors that support LCF operations, such as accounting, IT, and legal counsel.
- Serve as primary Operations contact/coordinator in Southern California:
 - Evaluate office space and equipment needs with Finance and Operations team.
 - Serve as Operations department resource for Southern California team members
 - Support planning and coordination of logistics including facility procurement and setup of meeting spaces, A/V and Tech needs, and catering for large and small LCF signature events and meetings.
 - Assist Senior Leadership Team and Senior Executive Assistant in scheduling, planning, and executing LCF team meetings and gatherings across California.
- Assist Finance and Operations team on updating Document Retention Policy and serve as lead on selection and implementation of Document Management System.
- Assist Vice President of Finance and Operations with annual corporate insurance applications, including maintaining schedule of due dates and filing insurance documents.

Governance

- Serve as back up to Senior Executive Assistant on production and distribution of Board and Committee materials on quarterly basis, including taking Minutes at Board and Committee meetings as needed.
- Oversee logistics for Board meetings and gatherings in Southern California.

QUALIFICATIONS: LCF seeks an experienced, motivated, and organized finance and operations professional for this role. The ideal candidate will have at least seven years of experience and a proven track record in financial accounting and operations, preferably at a nonprofit organization.

- **Experience:** 7 years' relevant professional experience including financial reporting, familiarity with internal control procedures, and payment modalities. Project management or office management experience a plus.

- **Education:** Bachelor's Degree in Accounting, Finance, or related field **OR** equivalent years of experience. Knowledge of U. S. GAAP and guidelines for nonprofit organizations.
- **Communication Skills:** Superior verbal and written communication skills. Demonstrated ability to use discretionary judgment and maintain confidentiality in working with financial and budget information. Skill and diplomacy in interacting with internal and external constituents.
- **Technology:** High level of proficiency with Microsoft Office Suite (Excel), Conferencing (Zoom, GoToMeeting, etc.), and familiarity with other cloud-based and database programs and applications such as Grants Database (Salesforce), Expense Management, and Document Management System software.
- **Teamwork:** Fun and ready to contribute to strengthen LCF; able to work well with others and independently.

Other highly valued qualifications:

- Strategic mindset, creative aptitude, effective use of independent judgment.
- Confident in managing up.
- Thrives in fast-paced environment.
- Strong alignment with LCF's mission and values.
- Self-motivated and highly productive with the ability to shift priorities quickly.
- Sense of humor is a must.

Compensation

LCF is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits based on experience. Salary range \$70,000-\$80,000. Position is currently remote and based in Southern California, some travel within California.

LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply. Trans-identified, gender non-conforming, and non-binary candidates are encouraged to apply.

TO APPLY

Interested applicants should send a resume and cover letter to Maria Zayas Carnes at mcarnes@latinocf.org. We thank you for your interest in career opportunities with the Latino Community Foundation (LCF). Due to high volume, only those candidates selected for an interview will be contacted. Candidates selected for advancement may be asked to participate in several rounds of interviews. If you require reasonable accommodation to participate in our application process, please let us know.