



EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY
Building Power With Community, Workers & People of Faith

Finance Manager

Oakland, California

EXECUTIVE SUMMARY

For more than 20 years, **East Bay Alliance for a Sustainable Economy (EBASE)** has been advancing economic and racial justice by building an inclusive economy in the East Bay based on good jobs and healthy communities. EBASE addresses the root causes of injustice, including white supremacy and corporate control, by developing strategic alliances among residents, workers, and people of faith to build power and win systemic change. EBASE develops leadership and capacity of Black and Brown communities, low-wage workers, and tenants through our campaigns. EBASE comprises a team of committed and seasoned staff, and an engaged board committed to a bold vision of economic and racial justice and a transformational approach to organizing that creates strong solidarity among people of color, women, immigrants, and queer folks. EBASE is a founding member of the PowerSwitch Action national network.

In support of its mission, **EBASE seeks an organized and detail-oriented Finance Manager to directly oversee organizational compliance and financial management and administration for the organization.** The Finance Manager will manage EBASE's accounting, financial management, financial reporting, and compliance needs. S/He/They will work across the organization to coordinate budgeting for both the organization and individual programs. The ideal candidate will have experience developing or managing budgets for programs or initiatives, supported compliance needs of any organization, and/or managed cash flow and forecasting. The Finance Manager role is shared with East Bay Action, a separate 501(c4).

ORGANIZATIONAL OVERVIEW

At the foundation of all EBASE's work is the belief that all people have dignity, and all EBASE programs, campaigns, and policies are driven by people who are Black, brown, immigrant, indigenous, LGBTQ+, and/or women. The fight for economic justice is also one for racial and gender justice, and vice versa. The pandemic has put a magnifying glass on the great fissures of structural racism and income inequality, while also bringing us together to build back our lives with different priorities. We rise together as East Bay residents who are Black, brown, immigrant, indigenous, and LGBTQ+ people and women. EBASE rises for a just recovery. EBASE rises for better pay and conditions for workers, tenant rights, public health, and re-imagined public safety. When we dream together, organize together, and fight together with directly impacted workers and communities leading the way, we win.

OUR JOBS: essential jobs, low-wage work, and enforcement

EBASE works alongside low-wage and frontline workers to pass policies that advance higher pay and better working conditions. This includes paid sick time to help keep workers, their families, and the public safe, healthy, and housed. When employers break the law and do not provide these basic provisions while raking in billions, it further exacerbates economic inequality. Workers' rights laws are only as good as their enforcement. EBASE partners with cities to ensure workers' rights are upheld. EBASE works to strengthen the voice of workers on the job and at City Hall.

OUR HOMES: housing and tenant rights

EBASE works with tenants to advance rent stabilization and tenant protection policies, while passing community benefit agreements that include building more affordable housing for low-income communities. Housing is a human right, and by ensuring that everyone has an affordable, safe home, we will create healthier, more inclusive communities.

OUR CITIES: equitable development and budget fights

EBASE works to deprioritize rampant corporate development in favor of investment in everyday people. EBASE campaigns focus on passing community benefit agreements on large-scale public development projects that include good jobs, local and fair chance hiring, affordable housing, and community services. EBASE re-imagines public safety shifting away from the over-policing and mass incarceration of Black and brown folks. EBASE works to restore funding to our neglected communities to get at the root causes of crime by ensuring taxpayers' dollars prioritize housing, worker protections, job training programs, youth services, and mental health treatment. This reprioritization will begin to heal structural racism and income inequality.

OUR FAITH: FAME and faith-rooted organizing

EBASE's faith-rooted organizing initiative, the Faith Alliance for a Moral Economy (FAME), works to bring together the very best of our spiritual traditions to infuse our economic justice movement with love, joy, and hope, redeeming both our economy and our religions. Through their work, EBASE is building a beloved community where caring and compassion reign, and where all people have their basic needs met and the fullness of their gifts are honored.

OPPORTUNITIES FOR THE FINANCE MANAGER

Financial Administration

The Financial Manager will support and contribute to continuous improvement of the financial controls and systems including managing cash flow, forecasting, supervise annual tax preparation, and coordinate and oversee full cycle annual audit process. In partnership with the Associate Director, the Finance Manager will review financial reporting, keep management abreast of financial status, and work with the Management Team to assess needed changes. S/He/They will maintain tracking systems and work with the Human Resource & Administrative Manager to ensure contributions match and are reconciled quarterly. S/He/They will update all business policies, accounting practices, and procedures managers as needed. The Finance Manager will produce and assemble financial reports and memos for foundations, donors, Board of Directors, and other internal or external uses as needed.

Budget & Planning

In coordination with the Management team, the Finance Manager will coordinate annual budgeting process and mid-year budget review, compile program budgets from program leads, build income forecast from fundraising team and create confidential personnel cost projections. S/He/They will create long-term budget projections and planning as needed and provide financial information in a confidential capacity to management team members in EBASE contract negotiations with the union.

Organizational Compliance & Protection

The Finance Manager will ensure organizational compliance with applicable laws and nonprofit best practices including all relevant corporate and business licensing, registrations, fees, and insurance policies to conduct programmatic and campaign work. S/He/They will maintain administrative and financial systems including corporate and vendor records. The Finance Manager will ensure organizational protection systems

are in place and costs are accounted for, including tracking costs associated with lobbying and time and expenses reimbursed by the 501c4 as well as filing of organizational records.

Bookkeeping

The Finance Manager will supervise bookkeepers, review monthly reconciliations and work with both the bookkeeper and Associate Director to file proper financial reporting as necessary. S/He/They will maintain accurate reporting and record keeping, including bank deposits, coding for grants and programs, documentation for income and expenses, bank and credit card accounts, payment of reimbursements, payroll, and tax documents. The Finance Manager will support reconciliation of donors, event income, manage all program and grants accounting including MOUs, contracts, and related invoicing. Working with the Associate Director, s/he/they will develop and oversee the execution of MOUs based on program deliverables, implement robust contract management, and financial management reporting systems.

Organizational Leadership

The Finance Manager will train staff on financial literacy and budgeting. In service of EBASE's vision, s/he/they will collaborate with the Organizational Development Team to foster a culture that promotes respect, teamwork, and professional growth while establishing clear expectations and providing feedback.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate will have experience in accounting, financial management, and/or reporting. While no one candidate will embody all the qualifications below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- **Integrity and good judgement:** Models a high bar for performance; holds confidential information confidential; operates with the best interests of the organization in mind.
- **Detail-oriented:** Geeks out on systems and enjoys following the money trail.
- **Deadline-driven and strong project management:** Experienced track record of creating project workplans and meeting deadlines, including when multiple projects are at play.
- **Responsive and communicative:** Responds quickly and thoroughly to requests and communication by text, email, and phone; brings a can-do attitude.
- **Builds Relationships:** Builds enthusiastic buy-in and trust with individuals from a wide range of backgrounds, including board members, staff, vendors, and allies; is positive, inspiring and has a sense of humor.
- **Proactive Problem Solving:** Proactively develop solutions to challenges, including by constantly looking at big-picture progress on innovations in the field, and by flagging any potential upcoming challenges in the organization overall.
- **Flexibility:** Adapt quickly as things change; able to be flexible as new information becomes available.
- **Collaboration:** Close coordination with the Management team for all major organizational decisions and flags important areas to incorporate full staff input.
- **Financial Coordination:** Experience coordinating and tracking financial records; financial management in a 501c3 – 501c4 resource sharing relationship is a plus but not required.

Work Environment: Currently all EBASE staff are working from home in light of COVID. In the future, this position will be based out of the Downtown Oakland office.

Compensation: The salary range is between \$65,000-70,000 (depending on experience), and an annual cost of living adjustment depends on budget. EBASE contributes 3% - 6% of employee salary towards the 401(k)-retirement plan and provides additional benefits valued at roughly \$25,000 per year. It includes fully paid employee health insurance (medical, chiropractic, and acupuncture), generous vacation, sick leave, personal days, holidays, and training and professional development opportunities. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work.

TO APPLY

More information about **East Bay Alliance for a Sustainable Economy** may be found at: workingeastbay.org

This search is being led by [Catherine Seneviratne](#) of [NPAG](#). Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

EBASE is an affirmative action employer and strongly supports the social goals of affirmative action. Therefore, we make special efforts to recruit individuals from historically underrepresented groups in professional environments or suffer broader societal discrimination.