



## **Director of Finance & Administration**

### **Position Description**

Open Books seeks to hire an enthusiastic self-starter passionate about literacy in Chicago to serve as its next Director of Finance & Administration. The Director of Finance & Administration will be responsible for Open Books' finance, accounting, and administrative workplace support functions. The Director will be a core leader on the Leadership Team and will join a team of 24 staff members who seek to transform lives through reading, writing, and the unlimited power of books. Open Books is an Equal Opportunity Employer and complies with the spirit and law of anti-discrimination protections to foster a diverse workforce.

**Reports to:** Executive Director

### **Core Responsibilities**

#### Leadership

- Participate as a Director on the leadership team, helping to drive strategy and organization-wide efforts

#### Finance and Accounting

- Direct annual budgeting process in collaboration with staff and Board of Directors, educating and coaching to increase ownership and understanding of the organization's finances • Collaborate across departments to provide accurate forecasts of expenses and revenue and ongoing fiscal planning
- Act as primary liaison to Board Finance Committee, including presentation of financial reporting and updates at monthly meetings
- Manage annual audit process by an external audit firm including financial reporting, book inventory, and risk management and controls
- Administer bi-weekly payroll and annual benefits
- Manage and process accounts receivable and payable including A/R and A/P related to sales on various e-commerce platforms (*e.g.*, Amazon, AbeBooks), payments in collaboration with program and fundraising (*e.g.*, checks, cash, PayPal)
- Manage purchasing accounts to support staff in securing necessary supplies (*e.g.*, Staples, Amazon)
- Prepare budgets and other financial documents for grant reporting
- Support finance needs of retail operations including processing multi-state sales taxes and managing merchant services accounts (*e.g.*, credit card processing)

## Administration and Human Resources

- Manage annual performance review process to ensure productive staff support and professional development, as well as alignment with budget processes
- Facilitate hiring processes including job postings and recruitment, communication, and scheduling; guide adherence to Open Books hiring framework
- Own and manage HRIS System (GoCo) including tracking of paid time off (PTO), employee files and records, and hiring and onboarding documentation
- Support Open Books managers with onboarding new employees
- Manage ongoing vendor relationships and contracts (*e.g.*, phone, internet)
- Provide certificates of insurance to vendors and partners, as requested
- Oversee and annually renew the organization's insurance package, which includes general liability, Directors & Officers, automobile, and worker's compensation
- Maintain all required licenses and registrations including those related to retail operations and Open Books vehicles

## **Role Requirements & Qualifications**

- Passion and orientation for promoting literacy
- Significant experience (5+ years) in finance/accounting
- Demonstrated leadership abilities (3+ years) in a nonprofit setting
- Strong organization and communication skills
- Proven analytical skills related to finance and accounting, including budget creation and management and financial forecasting
- Prior experience with accounting software (preferably QuickBooks Online) and Microsoft Office (*i.e.*, Excel) and/or Google (*e.g.*, Google Sheets)
- Knowledge of nonprofit GAAP and financial reporting and regulation, including management of restricted funds

## **Compensation & Benefits**

- Base salary between \$80,000-\$95,000 for full-time employment.
- Competitive benefits, including health, dental
- Voluntary vision and life insurance, 401(k) contribution
- Generous paid time off (in excess of several federal and other holidays)
- Flexible, family-friendly work environment

**To apply for this position, please complete [this application](#).**

## About Open Books

Open Books' mission is to transform lives through reading, writing, and the unlimited power of books. In 2006, Open Books began with a simple idea – to collect used books and sell them to help support youth literacy programs in Chicago. Since then, Open Books' programs have boosted the skills and confidence of thousands of Chicago children, from the newborns who receive books through Dolly Parton's Imagination Library (DPIIL) to the second and third grade readers in our Reading Buddies program. Our work requires that we approach this issue from an equity lens and address the barriers that make access to books and literacy programs uniquely difficult for children and families in Chicago's resource-withheld neighborhoods. As a result, we have targeted our work in 10 priority neighborhoods, including Austin, Back of the Yards, Brighton Park, Englewood, Gage Park, Garfield Park, Little Village, McKinley Park, North Lawndale, and Pilsen. We envision a Chicago where all kids have a chance to develop the reading and writing skills they need to feel confident and flourish on their academic journeys and beyond.

Open Books has four key programmatic initiatives:

- **Literacy Programs.** Multiple programs that reinforce reading and writing, in- and out-of-school, for children and young people, particularly birth through 3<sup>rd</sup> grade
- **Traditional Book Granting.** Partnerships with teachers, schools, and neighborhood partners, impacting over 80,000 young people each year, to grant high-quality used books to children and families
- **Dolly Parton's Imagination Library.** International book granting program that builds home libraries with free, new books for children (ages 0-5)
- **North Lawndale Reads.** Multi-year, multi-strategy community engagement campaign in Chicago's North Lawndale community designed to promote literacy and provide families with the resources necessary for early childhood reading

Open Books' West Loop, Pilsen, and Logan Square bookstores serve as neighborhood hubs for literacy that not only support our neighborhoods, but also give all Chicagoans access to affordable books while book sales support our programs and operations. During the pandemic, our Pilsen location moved to include a pay-what-you-want model where all children's books are free and adults can name their own price for adult titles. We have continued this model to ensure that all families are able to browse and select books to take home, with no barrier to entry for folks who may not have the means to afford books.