**DEPAUL USA POSITION DESCRIPTION**

**TITLE: Finance Manager**

**FLSA CLASSIFICATION: Exempt**

**STATUS Full Time**

**RESPONSIBLE TO: Director of Finance**

**DIRECT REPORTS: None**

**LOCATION: Chicago, Illinois**

**SALARY: $52,000/yearly**

**START DATE: October 1, 2021**

**LOCATION: Depaul USA Office,**

 **14 East Jackson Blvd, Suite 1210 Chicago**

**Mission**

Depaul USA is the Chicago-based, U.S. affiliate of the international homelessness services organization Depaul International. We support homeless and marginalized people around the U.S., providing people experiencing homelessness with purpose and hope for a positive future. Our vision is that everyone has a place to call home and a stake in his or her community. In cities across the nation, we meet people where they are to address their needs.  Depaul USA is innovating and bringing real solutions to those facing homelessness. Our Vincentian values underpin what we do:

* We celebrate the potential of people.
* We put our words into action.
* We aim to take a wider role in civil society; and
* We believe in rights and responsibilities.

Depaul USA is a rapidly growing, entrepreneurial non-profit corporation with a diverse range of housing programs and operations.   Since its launch in 2009, Depaul USA has had a one-person Finance Department.  With a projected FY2022 operating budget of $7 million, more than 80 employees, and significant program expansion on the horizon, Depaul USA is expanding the Department by adding a Finance Manager position.  This position is based in Depaul USA’s headquarters in Chicago’s Loop.

The Finance Manager will assist the Finance Director in maintaining the organization’s excellent financial records, assuring that staff and vendors are paid and that Depaul USA is compensated for the services it renders across the country.  The position offers the opportunity for occasional travel to Depaul USA’s program cities.

**Responsibilities:**

The Finance Manager will:

* Manage Depaul USA’s payroll process, ensuring that staff members are paid timely and properly, with the correct deductions made for benefits and taxes.
* Prepare, submit, and track detailed billings for the homeless and housing services Depaul USA renders in cities across the country including Philadelphia, Little Rock, St. Louis, and New Orleans.
* Manage Depaul USA’s daily cash by monitoring bank accounts, paying vendors, transferring funds to program cities when required, and preparing reports covering these activities.
* Provide accounting support for Depaul USA’s three social enterprises—a thrift store, a custodial business, and an affordable housing program.
* Undertake additional tasks as assigned.

**Qualifications**

The ideal Finance Manager candidate will be ambitious, a self-starter, detail-oriented, and interested in a career in non-profit finance and advancement at Depaul USA.  (S)he will possess a highly developed accounting/finance skill set and excellent oral and written communication skills. In addition, (s)he will be familiar with QuickBooks and Paychex software.  A minimum of a bachelor’s in Accounting, Finance or Business is required.  Prior work experience is a plus but not required.

Thank you for considering Depaul USA.

[**www.depaulusa.org**](http://www.depaulusa.org)