

## **Finance Manager contract position with Prisoners' Legal Services**

Prisoners' Legal Services of Massachusetts (PLS) is pleased to announce a Finance Manager position with our organization.

Prisoners' Legal Services (PLS) is a nonprofit legal services organization founded in 1972 whose mission is to challenge the carceral system through litigation, advocacy, client counseling, partnership with impacted individuals and communities, and outreach to policy makers and the public. The office prioritizes work involving medical and mental health care, assaults by staff, extreme conditions of confinement (including COVID, overcrowding, exorbitant prison phone rates), misuse of solitary confinement and isolation, and race equity through our recently launched Race Equity in Corrections Initiative (REICI).

At PLS we seek for our team to reflect our organizational values of justice, race equity, and community. This includes hiring staff with connection to the communities we serve, where feasible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture. More detailed information is available at [www.plsma.org](http://www.plsma.org).

### ***Responsibilities***

Provide the following accounting services:

- a. Supervision of Executive Assistant accounting duties: Review and provide supervision of the Executive Assistant who currently reviews the check requests and bills for accuracy, including proper backup, sets up payee, bank information for new ACH payments for processing payments online, enters bills and payments in QuickBooks (QB), prepares yearly 1099's and 1096, prepares monthly vouchers to the SJC including 3 copies of paid bills needed for reimbursement, allocates grant hours for each employee on the grant amount received, downloads monthly credit card charges from website into QB, and reconciles and pays credit card purchases.
- b. Budgets/Accounts Receivable: Prepare budgets for new grants, work with Executive Director and Grant Manager to review objectives and requested amounts. Prepare mid-year and final grant report budgets for all grants awarded. Enter invoices and payments received in QB.
- c. Bank Reconciliations: Reconcile four monthly bank statements, one of which is an IOLTA account. Confirm all entries are correct, make necessary changes/additions where needed.
- d. Payroll: Submit semi-monthly payroll changes (new hires, deductions etc.) using 3rd party payroll service, confirm all entries are accurate. Enter payroll journal entries. Reconcile quarterly 941's to confirm they agree with gross payroll on income statement.
- e. Loan Forgiveness: Review the program with new staff, send out new Lending forms to each participant every new fiscal year. Every quarter request reimbursement forms for staff who are participating.
- f. Financial Reporting: Review the income statement and balance sheet in detail monthly, make any necessary changes. Prepare detailed quarterly budget and actual vs. projected

reports for current fiscal year and two subsequent following years. Review reports with Executive Director, Finance Committee, and the Board, as directed.

g. Yearly Audit and tax return: Prepare financials for the annual audit (June through November). Respond to CPA requests and list of items needed. Prepare worksheets, journal entries, schedules, and all necessary backup for the CPA's to begin the audit. Meet with CPAs at least 2 full days in the office and continue remotely for all additional questions, backup, reports etc. Collaborate with Executive Director and other PLS' team members to assimilate all relevant data for the annual audit and tax return. Meet with CPAs, Finance Committee and Executive Director to review the returns prior to submitting to the Board.

### ***Qualifications and Details***

- Bachelor's or advanced degree in finance, economics, accounting or other related field;
- A minimum of 5 years of experience working in accounting or finance in the non-profit sector;
- At least 3 years of experience in handling organizational auditing and tax filings;
- Strong financial literacy skills, extensive experience with Quickbooks, grant budgeting, payroll, and experience working with a team;
- A demonstrated committed to social justice. Personal or professional experience connected to prisoners' rights or incarceration a plus;
- Bi-cultural, bilingual, LGBTQIA, people of color, and formerly incarcerated are strongly encouraged to apply.

This is a 2 day per week contract position. Availability during the workday is required; Remote is ok although some in-person meetings may be required. The position reports directly to the Executive Director.

### ***How to Apply***

Interested applicants should send a resume and cover letter, and two references attached to a single email with the subject line "Finance Manager" to [lrydzewski@plsma.org](mailto:lrydzewski@plsma.org). No phone calls or mail inquiries please.