



PUBLIC JUSTICE

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National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

June 2023

VICE PRESIDENT OF FINANCE **WASHINGTON, D.C. (preferred), OAKLAND, CA, or remote**

Who We Are

Public Justice, a public interest legal advocacy organization that takes on the biggest systemic threats to justice; of our time—abusive corporate power and predatory practices, the assault on civil rights and liberties, and the destruction of the earth’s sustainability, is seeking to hire a Vice President of Finance (VP) who will report to the Executive Director (ED), and serve as an integral member of the senior management team while partnering closely with all levels of the leadership team to support the people, processes, and systems that allow the organization to thrive.

What We Are Looking For

As the VP of Finance, you will play a pivotal role in the development of Public Justice’s financial management strategy, leading our financial operations, providing strategic guidance, and driving our financial sustainability. We are looking for a strategic thought partner and visionary; responsible for developing, implementing, and overseeing policies and procedures that ensure the overall financial health of the organization and accountability to our donors. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join a high-growth, mission-driven organization.

You will oversee the related areas of AR/AP, billing, payroll, cash flow, and banking and investment portfolios, as well as financial planning, management of private foundation grants, budgeting, forecasting, audits, and reporting to the ED, management team and Board. Your role will focus on the roadmap ahead, advisedly, and steadily providing realism about the current state while carefully setting up resources and strategy to support what’s ahead. You will collaborate with a team that will bring astute recommendations and opinions to your purview, and you will consider or support their contributions.

This position is a full-time, exempt, and possibly remote position. For team members who seek to work in-office, we can provide an experience that supports in-person social interaction and collaboration in our hub cities of Washington D.C. and Oakland, C.A. Our strong preference is for this position to be based in our Washington, D.C. office, and we will consider applicants located near our West Coast Office (Oakland, CA). If you are not located in Washington D.C. or Oakland, C.A., we encourage you to apply, as we are seeking the most qualified candidate that will be an added value to our dynamic organization.



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Key Responsibilities

Leadership & Organizational Strategy

- Advise the ED and other members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters with an impact on organizational finances.
- Serve as the staff point person on financial matters to the Board and Executive Committee of the Board, serve as the staff liaison for select Board committees regarding finance matters; effectively communicate and present critical financial matters at Board and committee meetings.
- Contribute to the development of Public Justice's strategic goals and objectives as well as the overall management of the organization.
- Alert the management team and Board of any concerns that may impact the organization and forecast scenarios to help determine a plan of action.
- Represent the organization externally, as necessary, particularly in banking and lease negotiations.
- Oversee, direct, and organize the work of the finance team, including outside consultants, fostering a culture of collaboration and accountability.
- Provide overall financial oversight, management, and monitoring, including cost control, cash management and projection, and asset and investment management.

Financial Management

- Create clear accountability lines and deliverables with outsourced vendors in legal, tax, compliance, accounting, and finance.
- Develop and implement long-term financial plans and appropriate financial systems and controls.
- In collaboration with the outsourced accounting firm, ensure that financial procedures, practices, and records are in full compliance with applicable laws and standard accounting practices.
- Ensure accurate reporting, interpretation, and analysis of financial results in conjunction with budgets, forecasts, and long-range plans.
- Develop and implement financial strategies aligned with the organization's mission, goals, and long-term vision.
- Conduct comprehensive financial analysis to identify trends, risks, and opportunities and make informed recommendations to optimize resource allocation.

Operations

- Upgrade, implement and enforce an appropriate system of policies, internal controls, accounting standards, and procedures. Develop annual and multi-year budgets that reflect organizational values and incorporate strategic priorities.
- Manage the annual audit process.
- Provide analytical support to the management team and program directors, including delivery of financial reports or budgets for foundation grants and development of additional internal financial reporting capabilities.
- Provide guidance and training on financial concepts, policies, and procedures to enhance the financial acumen of staff members.
- Act as a teacher and coach, sharing best practices, industry trends, and innovative approaches to accounting practices (GAAP) and financial grants management.



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Experience/Qualifications

- B.A. degree in business or accounting, or equivalent experience
- Minimum five years of professional accounting experience or working closely with accountants, with both external audit and in-house financial management experience
- Minimum five years of experience with nonprofit finance, accounting, and financial grants management.
- Proven track record of success in facilitating progressive organizational change and development within a growing organization.
- Adept judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, the Board, and staff.
- Ability to juggle multiple tasks at a time and work in a fast-paced environment.
- Self-motivation and proven ability to work independently and as part of a team.
- Sensitive to the needs and concerns of, and ability to work well with, individuals and groups from diverse cultures, backgrounds, and orientations.
- Flexible, collaborative, and proactive; ability to influence and engage direct and indirect reports as well as peers and colleagues.
- Excellent attention to detail and commitment to follow-through; results oriented.
- Strong organizational skills.
- Openness to learning and willingness to give and receive feedback.
- Healthy sense of outrage and desire to change the world for the better.
- Willingness to travel, on occasion, to Board meetings.

Preferred Experience/Qualifications

- **MBA**
- **Licensed CPA**
- **Experience in senior management of a nonprofit or working with the board of a nonprofit.**

Salary

We offer a mission-focused work environment, a teamwork approach, and a competitive compensation package. The base salary for this position \$176,000/annually.

Benefits

- Four-day workweek
- Flexible schedule
- Three weeks of paid vacation
- Two weeks of sick leave
- Two personal days each year
- All federal holidays and some local holidays off (*Public Justice acknowledges there are various religious and cultural holidays that are important to our team. We encourage team members to take any days necessary for observing holidays and celebrations that are central to their faith tradition or communities.*)
- Employer-sponsored health plan



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- 401(k) plan

How to apply

Your application should consist of a cover letter, resume, and references in a single .pdf file. In your cover letter, please specify whether you are applying to work in the Washington, D.C. office, the Oakland, CA office, or remotely. Candidates applying to work in D.C. are preferred. Please send your application to PJHR@publicjustice.net, Reference “Vice President of Finance” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. For more information on Public Justice, please visit our website at www.publicjustice.net.

Interview process

Public Justice is dedicated to equitable, inclusive, and accessible hiring practices. Below you will find details on what to expect during your interview journey with Public Justice:

- **First Round** - The first interview will consist of an interview panel. We use a structured interview process that includes standardized interview questions that will be asked of all candidates. The questions focus on assessing your qualifications, skills, experience, and additional attributes that will add value to our organization. Utilizing a scoring rubric, we objectively evaluate all responses independently, based on clearly defined criteria for each competency and skill being assessed. After the first-round interviews and scoring rubrics are completed, a discussion among panel members will occur and we will identify the top three candidates based on the scoring rubrics utilized.
- **Second Round** – The top three candidates will be notified via phone and e-mail. The candidates selected will be provided a skills-based assessment (SBA) based on the competencies required for the role. Once all SBA’s have been completed a submitted, they will be evaluated for accuracy and the top two finalists will be determined.
- **Third Round** – Finalists will be invited to meet with our Executive Director to learn more about Public Justice and offers an opportunity for you to ask any questions you may have about the organization. After meeting with the Executive Director, one finalist will be selected to fill the position.

** Once the offer is made, the finalist selected will be asked to go through a credit and background check due to the key role you will play in managing the organization’s finances.*

Diversity, Equity, Inclusion & Access

We recognize that creating a truly equitable, inclusive, and diverse organization is an ongoing journey, and we’re proud and excited to share our journey with you. Please visit the link below to read our Diversity, Equity, and Inclusion policy.

[Diversity, Equity, Inclusion & Access](#)

Public Justice is an equal opportunity employer and values a diverse workplace. We are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQIA2S+ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email mmediavilla@publicjustice.net.

A note to women and BIPOC Candidates:

Studies have shown that women, nonbinary people, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested



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in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.