

# ¡HICA!

## Finance and Compliance Manager

(Grants/Finance/Accounting)

### About ¡HICA!

¡HICA! (Hispanic Interest Coalition of Alabama) is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino/Hispanic families in Alabama. We are one of the most successful social impact organizations in Alabama and have been a major catalyst for the empowerment and economic progress of the Latinx community for 25 years. We provide over 3,500 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 30+ full-time employees and works collaboratively with community partners and government agencies. ¡HICA! operates community programming in the areas of leadership development and civic engagement, college and career readiness, and financial literacy and economic development. We are in Birmingham, Alabama and have a \$2.7 million operating budget.

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### Job Summary

Finance and Compliance Manager is responsible for assisting the Finance and Operations Director with the financial administration of a diverse portfolio of grants of varied complexity, ensuring that they are administered in a fiscally responsible manner, complying with all applicable rules and regulations established by both ¡HICA! and funders.

The position is a full time exempt salaried position.

**Reports to:** Finance and Operations Director

**Status:** Full-time Exempt, salaried position

**Location:** Birmingham, Alabama

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### Responsibilities

- Responsible for ensuring the accuracy and timeliness of financial data, assisting in the preparation of financial reports and billings to sponsors, tracking receipt of funding and receivables (aging and uncollectable), collecting accounts receivable for accounts, and participating in account close-out.
- Provides institutional oversight by monitoring the allowable and appropriate recording of expenses to sponsored projects and the general ledger to ensure compliance with generally acceptable accounting principles (GAAP) and grant reporting requirements.
- Prepares required close-out documents for grants and/or contracts, including contractors' releases and assignments.



- Reviews sponsoring agency policies, regulatory documents and other literature related to sponsored project financial administration to maintain familiarity with granting and contracting agency policies and revisions.
- Responsible for customer service, a core mission of the department, by identifying internal and external customers and providing them with the appropriate support regarding sponsored project financial administration and general ledger accounting.
- Assists Finance & Operations Director in identifying opportunities to streamline and improve processes, providing input for automating processes, and actively implementing changes, as needed.
- Maintains records in accordance with internal procedures, demonstrating compliance with sponsor regulations concerning equipment, project expenditures and other fiscal concerns, and interacts with auditors during their reviews.
- Performs special projects and other related duties as assigned.

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### **Minimum Qualifications**

- Bachelor's degree and/or equivalent
- Minimum of three years' related accounting experience required.

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### **Preferred Qualifications**

- CPA preferred.
- Experience with grant accounting and/or fund accounting preferred.
- Demonstrated knowledge of research administration / grants management and accounting business processes preferred.

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### **Other Requirements**

- Strong proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook) required.
- Must be comfortable working with databases and computerized financial systems.
- Must be able to identify priorities within multiple assignments in a high-pressured, short-deadline environment, and be able to work with diplomacy and efficiency in such an environment.
- Must be able to demonstrate excellent organizational, analytical, critical thinking, interpersonal, written, and oral communication skills.



- The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation beyond the immediate team to the broader organization.

**Compensation:**

Competitive annual salary \$50-60K based on experience plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 12 paid holidays, 1-week mid-year closure, 2 weeks closure at end of year, and Simple IRA Plan with 3% company match after one year of service. All ¡HICA! positions include a three-month probationary period, at the end of which you will have a performance review.

**How to Apply:**

Send resume and cover letter to Raquel Vasquez, Finance and Operations Director, at [hr@hicaalabama.org](mailto:hr@hicaalabama.org)

**COVID-19 Policy Statement:**

Effective now, ¡HICA! has a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To protect our employees, constituents, and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! requires mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department at [hr@hicaalabama.org](mailto:hr@hicaalabama.org).

**¡HICA! is an Equal Opportunity Employer**

*The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.*