

Lawyers Trust Fund of Illinois
Finance & Operations Manager

The Lawyers Trust Fund of Illinois (LTF) is hiring a **Finance & Operations Manager**. The Finance & Operations Manager is responsible for ensuring that the organization runs smoothly and operates effectively. Duties include financial management; human resources; information management; organizational systems and infrastructure; and related administrative duties.

LTF is a charitable foundation that provides financial support to not-for-profit legal aid organizations based in Illinois. Legal aid is a vital social service that makes justice accessible for people who cannot afford to hire an attorney.

Responsibilities include:

- **Financial Management:** Open, review, and organize all bills and invoices; submit bills to Executive Director for approval; pay bills as directed; deposit checks; monitor funds in administrative account and request transfers, as needed; assist Executive Director in formulating annual administrative budget; track and record income in appropriate databases; collect W9s from all contractors and consultants.
- **Accounting & Audit:** Serve as primary liaison to outside accountant in preparation of monthly/quarterly financial statements; reconcile administrative account in QuickBooks on a monthly basis; track expenditures for special initiatives; work with outside accountant to generate 1099s at end of each calendar year; provide information and records to auditors as needed to complete preparation of financial statements and IRS Form 990.
- **Human Resources:** Administer payroll account; administer and coordinate employee benefits, including health insurance coverage, 401K retirement plan, and supplemental employee benefits; serve as principal liaison to insurance brokers and benefit providers; facilitate the onboarding process for new hires; assist Executive Director in maintaining personnel records.
- **IOLTA Income Tracking & Reporting:** Become familiar with IOLTA (Interest on Lawyer Trust Accounts) income receipt, tracking, and reporting procedures; monitor incoming interest remittances from banks and process account-related notifications; research and resolve issues related to incomplete or inaccurate IOLTA income reports.
- **Grants Administration:** Serve as a user of LTF's grant management system; work with other members of staff to manage the logistics of the grant-making process; create and update grant payment schedules; update grantee payment information as needed; send payment confirmation to grant recipients.

- **Information Management:** Maintain orderly and up-to-date paper and electronic files for all aspects of LTF operations; maintain and update LTF's corporate records; dispose of unneeded paper files in accordance with LTF record-retention policies; assemble documents for meetings of the LTF board of directors; update content on the private board website and the LTF public website.
- **Office Insurance, Equipment & Other Systems:** Maintain an inventory and replacement schedule for capital equipment; serve as principal contact for brokers of office and liability insurance; complete and file required documentation with state of Illinois related to not-for-profit status; serve as principal contact for other vendors and service providers.

Note: This list of responsibilities is not all-inclusive. The Finance & Operations Manager may be asked to perform other related duties to meet the evolving needs of the organization.

Qualifications

Required:

- Bachelor's degree;
- At least **five years** of professional experience performing similar duties;
- A demonstrated track record of running the day-to-day operations of an organization or business;
- A strong work ethic and independent problem-solving skills;
- Ability to manage multiple projects;
- Flexibility and willingness to assist other staff in completing a wide variety of tasks.
- Ability to acquire and use new technical skills to perform required work;
- Proficiency in Microsoft Office applications, including Word and Excel;
- Proficiency in QuickBooks;
- Proficiency in Adobe software.

Salary & Benefits

The Finance & Operations Manager role is a full-time position, with a salary range of **\$80,000 - \$90,000**, depending on experience. The Finance & Operations Manager position offers excellent benefits, including Blue Cross/Blue Shield PPO medical insurance; dental, vision, and life-insurance coverage; paid vacation and paid time off. LTF also makes an annual contribution to an employer-sponsored 401K retirement account following an initial 12-month period of employment.

Work Location

The Lawyers Trust Fund maintains a physical office in downtown Chicago, but is operating under a hybrid system under which staff members work remotely and come to the office on an as-needed basis to perform specific tasks or to attend meetings.

The Finance & Operations Manager will be required to come to the office once per week to carry out in-person tasks such as receiving and sorting mail; accessing and organizing physical files; and working collaboratively with other LTF staff.

The Finance & Operations manager will be issued an LTF laptop, an iPhone with paid cellular and data service, and other equipment as necessary to facilitate remote work.

About the Lawyers Trust Fund of Illinois

The [Lawyers Trust Fund of Illinois](#) is a not-for-profit foundation created in 1983 by The Chicago Bar Association and the Illinois State Bar Association. Under Illinois Supreme Court rules, LTF administers Illinois' Interest on Lawyer Trust Account (IOLTA) program. LTF provides grants to approximately 50 not-for-profit legal aid organizations each year.

Our Commitment to Diversity & Inclusion

At LTF, we believe that diversity and inclusion are fundamentally important objectives that make organizations more effective. In our hiring and our work, we support diversity in all its forms, encompassing but not limited to age, disability status, economic circumstance, ethnicity, gender identity, race, religion, and/or sexual orientation.

To Apply

Interested applicants should submit a resume and a one-page cover letter that briefly summarizes the applicant's experience running the day-to-day operations of a business or organization and explains why they are interested in the job.

Cover letters should be addressed to LTF Executive Director Mark Marquardt and sent via email to apply@ltf.org. Applications will be reviewed on a rolling basis until the job is filled, but should be submitted by no later than **February 20, 2023**.