

LaunchCode: Finance Manager

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. Since 2013, we've launched over 2,200 careers across the nation and have provided free, skills-based training to over 6,700 driven individuals. Check out our most recent impact report [here](#).

Finance Manager

We're looking for a self-motivated **Finance Manager in St. Louis** to help us expand tech greatness. The Finance Manager will perform complex accounting and finance duties, particularly related to bookkeeping and compliance, with a finance team of three and independently. This role will also provide recommendations for the use of financial resources and iterate on the current finance and accounting systems. This role sits on the Finance team, which consists of 2 Finance Managers (one of them will be you!) and the VP of Finance.

Responsibilities

- Reports to VP of Finance, and works closely with team on a variety of accounting and finance duties as needed
- Assists with monthly close, AR and AP
- Creates journal entries for payroll, expense and revenue accruals
- Completes bank reconciliations
- Works with payroll provider to manage administration of tax and benefits
- Allocates expenses to grants and cost centers
- Runs periodic internal audits on a variety of accounting tasks to ensure compliance and accuracy of records
- Manages systems integrations (Quickbooks, Zenefits Payroll, Contract payment systems, Timesheets)
- Reports on grant spending and compliance

- Substantial Involvement in:
 - Financial reporting
 - 990
 - Annual Audit and audits related to grant compliance
 - Data management and compliance
 - Iterations on accounting structure
 - Future planning
 - Policy creation
- Opportunity to expand breadth of responsibilities, contingent on performance

Qualifications

- 2-5 years' experience in accounting, a plus if in non-profit accounting
- Understanding of GAAP compliance
- Bachelor's degree in accounting, CPA or MBA a plus
- Self-driven and passionate about LaunchCode's non-profit work
- Willingness to roll up your sleeves in a fast-paced, start-up environment

What it's like to work at LaunchCode

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? If so, then you've come to the right place.

You're part of changing the tech landscape and changing lives - Traditionally, tech education hasn't been widely accessible to many demographics and populations. Of LaunchCode students enrolled in courses in 2020, 50% identify as people of color and 56% identify as women. 69% come from low-to-moderate income households. After being placed in a permanent position, the average LaunchCoder more than doubles their previous salary.

You'll be part of a company that values diversity, equity, and inclusion among our staff, students, and board - In 2019, the St Louis Women's Foundation named LaunchCode as an honoree in its [employment scorecard initiative](#) for demonstrating a strong commitment to women in the workplace. [Forbes](#) also named us one of 2020's best startup employers in the U.S. But beyond the external recognition, we

believe deeply in Black Lives Matter, celebrating [Pride](#) all year round, and uplifting [women in tech](#).

You'll be immersed in a culture based on shared values - We love to laugh, compete for the best GIF game on Slack, and show off our pets. We also share these values: collaboration, trust, appreciation, and being kind.

Position Type

Full-time — 40 hours/week

All full-time roles at LaunchCode come with:

- **Competitive salary** - This will be a salaried position at **\$55,000**.
- **Benefits** - We offer competitive healthcare (including access to an HSA), dental, and vision plans, with employer premium contributions, and an optional life insurance plan. We also offer an employer match to a 401(k) plan and immediate vesting.
- **Personal Time Off** - All full-time employees get 20 Personal Time Off days per calendar year, and 10 company holidays.
- **Remote work** - We recognize that the best work environment differs from person to person, and offer remote work options.
- **Flexible hours** - Everyone has different schedules and responsibilities. We encourage you to be “online” when you work best, as long as you are available for team meetings and can communicate effectively with your coworkers.
- **Laptop and phone reimbursement** - LaunchCode provides a monthly phone stipend for full-time employees, and a laptop reimbursement of at least \$1000 for all new employees.
- **Professional development** - We offer ample internal and external opportunities for each employee’s continued career growth, including a professional development stipend.
- **Paid family leave** - Employees who have been with LaunchCode for at least 6 months are eligible for a family leave plan of up to 3 weeks paid and 3 weeks unpaid. Employees who have been with LaunchCode for at least 1 year are eligible for a family leave plan of up to 6 weeks paid and 6 weeks unpaid. Family leave is offered to all eligible employees, regardless of gender.

To Apply

Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

If we can make any accommodations for you at any point during the hiring process (online, interviewing, on-boarding), please contact hr@launchcode.org. We are happy to provide any information or resources that will make this process accessible.

We Heart Diversity

Thanks for reading this far! LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.