

FINANCE & OPERATIONS SPECIALIST JOB DESCRIPTION

Position: Finance & Operations Specialist
Reports to: Managing Director of Finance & Operations
Location: Work mostly from home or in Seattle workspace. Must be available to come to Seattle workspace for several hours approximately 1 day/every other week and attend occasional in-person meetings.
Classification: Non-exempt
Pay and Benefits: \$31.32-\$34.62/hour (\$57,000-\$63,000/year)

- 35-hour work week
- Annual pay increases per salary structure
- 100% paid premiums for medical, dental, vision health insurance, 50% for dependents
- HRA reimbursement
- Student loan payment assistance (after 6 months)
- 100% paid long-term disability and life insurance
- Retirement contribution (after 6 months)
- 3 weeks annual vacation accrual with periodic increases, 14 paid holidays, sick leave
- Flexible, family-friendly work environment

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We provide visionary leadership, support member programs, and engage the public to play a role in ending domestic and sexual violence. Guided by our [Theory of Change](#), we work to undo the root causes of violence, and build racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV organizes for strength and unity across a widely diverse membership in rural, urban, Tribal, BIPOC, and cultural communities. We take a team approach to share power and responsibility across staff positions.

This job's primary functions include:

- (1) Support general accounting functions, such as payroll and accounts payable, data entry, inventory, and billing.**
- (2) Support invoicing, reporting, and federal grants management for our [Crossing Borders](#) immigrant survivor advocacy project;**
- (3) Support HR functions, such as maintaining personnel files and assisting with onboarding/offboarding processes.**

This position is an integral part of a 3-person accounting team, and a 2-person Crossing Borders project team, in a staff of about 20 people. WSCADV has a friendly, flexible work environment where we value each person.

Valid driver's license and/or ability to occasionally travel is required (e.g., for annual conference). *Proof of COVID vaccination is required.*

Responsibilities

1) General Accounting:

- a) Compile, cross-check, and process Accounts Payable transactions.
- b) Compile and cross-check credit card reports and receipts. Support proper coding of credit card and other purchase transactions and proper coding of all cash receipts.
- c) Assist with the preparation and submission of monthly/quarterly invoices to state and federal funders.
- d) Support the preparation and submission of online quarterly and annual financial and narrative reports for federal, state, and foundation grants and contracts.
- e) Assist with preparation of annual and grant budgets and periodic budget forecasting.
- f) Assist Accountant with maintenance of perpetual inventory.
- g) Maintain paper and electronic records and ensure the review and approval process has been completed for all documentation.
- h) Deposit checks and coordinate with Accountant to ensure proper coding.
- i) Regularly train staff on WSCADV's financial practices and provide support to staff on an ongoing basis.
- j) Cross-train with Accountant on essential accounting tasks and serve as backup when needed, such as for payroll.
- k) Assist with regular cashflow monitoring and planning.
- l) Coordinate with staff to reconcile payments for trainings and other large events, such as the Annual Conference.
- m) Provide other administrative support to the accounting team for routine tasks, reports, and research projects.

2) Crossing Borders project:

- a) Lead quarterly invoicing for project; obtain and cross-check invoices from subcontractors, submit for payment, and support federal grant budget management.
- b) Support federal grant reporting, e.g., collect service data and narrative reports from subcontractors, review accuracy, and assist with reporting in the online federal grants platform.
- c) Know, track, and assist with explaining federal grant requirements, special conditions, and budgets for WSCADV and project partners.

- d) Communicate to collect invoices, reports, service data, and to share knowledge and budget information, with Latinx farmworker organization staff and domestic violence/sexual assault advocates and *promotoras* (grassroots health educators).

3) HR:

- a) Assist with maintaining personnel files in the Seattle office.
- b) Assist supervisors with new hire onboarding and departing employee offboarding processes; ensure Accountant has appropriate information for payroll.
- c) Act as liaison between insurance broker and staff for regular insurance updates; ensure Accountant is apprised of updates.

4) Teamwork:

- a) Work closely and effectively with the Crossing Borders Coordinator, Accountant, Managing Director of Finance & Operations, coworkers, and the Crossing Borders partner organizations.
- b) Perform other general WSCADV staff duties related to [annual conference](#), [Refuse To Abuse® 5K](#), and other duties as assigned. Occasional travel within WA state is required (e.g. to annual conference).
- c) Participate in domestic violence, multicultural, and anti-oppression activities and trainings, and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#) and [Principles of Unity](#).

Qualifications

Required Experience

- At least 3 years of experience in an administrative and/or bookkeeping role
- 1-2 years of experience working in QuickBooks Desktop
- Other software:
 - Microsoft Office Suite, including Excel.
 - Adobe Acrobat.
 - Experience with or ability to quickly learn software applications (e.g., for basic accounting, timesheets, expense reports, project management).

Preferred Experience

- Basic understanding of GAAP for nonprofits.
- Lived experience with domestic violence or in rural, Latinx, farmworker communities.
- Knowledge of nonprofit or Tribal domestic violence or other social service organizations.
- Spanish or other oral and written proficiency in languages common to WA state.

Desired Knowledge, Skills and Abilities

- Deep respect for diversity and commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.
- Comfortable with numbers, forms, and using Excel to organize data or info.
- Ability to explain forms and guide others (e.g., survivor advocates) to complete financial, data, and narrative reports on a timely basis in a respectful, non-judgmental way.
- Ability to work independently, plan and manage time, and sort multiple priorities while exercising good judgment.
- Ability to foresee and solve problems and meet deadlines in a professional, positive manner.
- Ability to oversee and safeguard confidential and sensitive information.
- Ability to listen and communicate in both spoken and written English, and to work collaboratively with co-workers, contractors, and agencies.
- Ability to communicate effectively with co-workers on how to complete detailed tasks for which accuracy and consistency are critical.
- Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.

***How to Apply*:** Please submit the following package at the link below:

- 1) A cover letter summarizing your interest in and relevant experience for this position.
- 2) Answer the question: **"In your experience, what are the most effective ways to communicate about financial concepts with people who feel intimidated by these things?"** (1-3 sentences)
- 3) Your resume. Please list your technical proficiency (high, medium, low) with the technologies listed on the previous page.

[CLICK HERE TO APPLY \(wscadv.bamboohr.com/careers\)](https://wscadv.bamboohr.com/careers)

Applications will be considered on a rolling basis. **Submit your application by Friday, October 27, 2023** to be considered in the first screening. Position open until filled. Anticipated start is early December. No calls or emails, please.

People with lived experience of domestic violence and from historically marginalized communities are encouraged to apply. The Washington State Coalition Against Domestic Violence is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, veteran status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.