



Senior Financial Services Associate

Title:	Senior Financial Services Associate
Reports to:	Financial Services Program Manager
Classification:	Exempt, Full-time, 40 hours per week

Summary

In order to effectively serve the community and build a better world, nonprofit organizations need to effectively understand and manage their finances. However, many of them lack the training, knowledge, or support they need to do so. This is where we step in, and this is where you can help. The Senior Financial Services Associate is a key position on 501 Commons' Financial Services team and functions as a senior accountant or finance manager in the offices of several of our nonprofit partners.

This is a customer-focused role with a lot of client interaction, so a passion for working with people in addition to numbers is essential. It is also important to be able to carry a big-picture perspective regarding client organizations and their needs while providing assistance to them.

In addition to the following essential functions, the Senior Financial Services Associate assumes other responsibilities as appropriate.

Essential Functions

- Develop and maintain financial processes and documentation that allow organizations to make sound decisions and inspire confidence in their constituents
- Implement systems for processing, tracking, and reporting financial information in a timely manner
- Execute payroll, billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions as appropriate within various nonprofit settings
- Generate monthly financial statements that provide the information leaders need to manage the organization effectively
- Ensure account reconciliations and journal entries are completed to properly document all transactions or adjustments.
- Prepare schedules for annual audit and 990 filing and assists with special projects
- Maintain all tax filings by calculating taxes owed, preparing returns, and ensuring compliance with payment, reporting or other tax requirements
- Provide technical and professional support or training to other Financial Services Associates and Bookkeepers
- Consult and advise nonprofit organizations about best practices, financial record-keeping, chart of accounts values definition, budgeting, reporting, and internal controls

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. He or she must be able to perform well under pressure and respond positively to change and shifting priorities. The ideal candidate is also an independent thinker and self-starter who anticipates needs and is able to quickly prioritize tasks.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Maintains and demonstrates a customer-focus consistent with 501 Commons' values and current program strategies and guidelines
- Handles ambiguity appropriately in a manner that provides the greatest benefit at the lowest cost to the client and 501 Commons
- Effectively manages time and projects, demonstrated by meeting or exceeding deadlines and sufficiently anticipating task duration
- Demonstrates self-direction by staying organized and follows through on projects and tasks
- Actively learns on the job through exposure to new challenges, training opportunities, and learning from others
- Builds trusting working relationships with clients and staff of diverse backgrounds
- Independently gathers information to perform financial analysis and explain complex concepts to unfamiliar audiences

Qualifications

- Minimum of four years of accounting experience in a nonprofit environment
- Bachelor's Degree in accounting or related field (CPA a plus)
- Proficiency in QuickBooks and MS Excel
- Thorough knowledge of accounting principles, fund accounting, GAAP, nonprofit accounting, laws, tax codes, government regulations, and best practices
- Demonstrated track record of success in delegating tasks while maintaining best practices in financial controls
- Effective oral and written communication skills
- Demonstrated ability to pay attention to detail and maintain confidentiality
- Reliable transportation for travel to nonprofit clients

What we offer

- Flexibility: Ability to set your own schedule with clients within a M-F, 7 am - 6pm timeframe
- Collaboration with a small but highly professional team with opportunities for professional development
- Benefits including generous paid time off, holiday pay, and access to medical and dental coverage, with an employee premium share

Inclusiveness Statement

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal, valued and supported.

To Apply

To be considered for this position, please submit your resume and cover letter to jobs@501commons.org with Senior Financial Services Associate in the email subject line. We look forward to hearing from you!