

Advisors for **CHANGE**

JOB TITLE: Senior Associate

JOB TYPE: Full-time, salaried

REPORTS TO: Managing Partner

POSTED: July 31, 2020

CLOSING: when filled

ABOUT ADVISORS FOR CHANGE:

Mission

Advisors for Change (AFC) implements financial management systems that allow mission-driven nonprofits to have robust accounting and financial reporting. The goal of every engagement is to build a system that can grow with the nonprofit and transfer ownership of it to their internal team. Our nonprofit partners are organizations that work to improve the lives of individuals and communities through direct services, advocacy and the arts.

Core Values

Timely, Accurate, and Useful: Successful accounting systems are built on timely, accurate and useful information.

Good, Better, Best: We are committed to life-long learning and work to better ourselves and the nonprofits we serve. We work to make our good better and our better best.

Meet people where they are: We are committed to joining our partners both organizationally and individually where they are without judgement. We work as a team to support each other and allow each team member to work at their own best level. We value diversity and strive to provide a work environment that supports each team member's individuality.

Courtesy is Contagious: We strive to do our work with a positive approach that lifts up the talents of others.

NATURE OF THE WORK: We are a team of accounting geeks who enjoy both learning and teaching our craft. We are on a quest to help nonprofits expand their own accounting capacity, so our work involves developing and maintaining accounting systems for our partners and then empowering them to gradually take ownership of these systems. We also teach our partners how to use financial information in a meaningful way. Our consulting engagements require deep work with both accounting systems and the people who manage them. The joy, and sometimes the challenge, of our work involves switching gears frequently to work with a diverse set of missions and people to maximize their potential. We work to influence our partners to improve their systems without being in full control of the internal inputs to success. This is a rewarding position for a person who finds delight in detail, deadlines, and the development of people who may be new to financial management concepts and skills.

PROXIMITY: The majority of AFC's team members live in and around Annapolis, MD and Austin, TX. Effective August 2020, we have closed our physical office locations due to the coronavirus outbreak and have decided to keep the office locations closed though at least March 2021. Given the move to remote work, we will consider applicants from any location that permits them to work remotely full time during continental US business hours, however, we will give preference to employees based in the Washington DC and Austin TX metro areas. When travel restrictions permit, AFC team members are required to attend 1 or 2 off-site retreats per year with travel costs paid by AFC.

DUTIES AND RESPONSIBILITIES include but are not limited to:

PARTNER-FACING RESPONSIBILITIES

Accounting for multiple nonprofit partners (50%)

- Manage cash balances, prepare cash flow statements, reconcile bank accounts
- Develop and maintain cost allocation systems
- Prepare monthly closing, allocation schedules and entries
- Draft financial reports, including analyses and narrative summaries
- Draft grant spending and federal grant reports
- Draft Federal Indirect Cost Rate proposals
- Draft organization-wide and project budgets collaboratively with the partner team
- Prepare for annual audit and tax returns as necessary

Consulting & Training (35%)

- Interface with partner contacts to gather and provide information
- Review tasks performed by bookkeepers for nonprofit partners
- Assist nonprofit partners in understanding QuickBooks and bookkeeping functions
- Document procedures used on behalf of nonprofit partners
- Attend partner meetings including management and Board meetings to present and contextualize financial information
- Identify opportunities for system improvements for partners and advise partners on change management processes to strengthen financial management at the individual, team, and organization levels

Coordination (5%)

- Coordinate with AFC team members to efficiently and effectively meet partner needs

INTERNAL RESPONSIBILITIES

Administrative (10%)

- Identify system improvements for AFC processes including leading internal task force projects
- Set quarterly goals using a collaborative SMART goal setting process and work to achieve the goals established
- Use AFC internal systems (i.e., email, calendar, task management, timesheet, etc.)

- Participate in team meetings, individual check-ins, and professional development opportunities
- Other duties, as needed

YOUR ASSETS:

Must haves:

- Experience as a Director of Finance or the top financial manager of a nonprofit with a less than \$10-million budget
- Experience managing federal and private grants
- Experience leading the budget process and building budgets for organizations and projects
- Advanced use of QuickBooks Desktop and/or QuickBooks Online
- Advanced use of Excel
- High degree of self-awareness and self-direction
- Desire to continuously learn
- Strong attention to detail
- Top-notch written and verbal communication skills

Nice to haves:

- Experience providing outsourced accounting services and/or audit services to nonprofits
- Experience with other general ledger systems, such as MIP, INTACCT, and Financial Edge
- Experience with expense management systems (i.e., Tallie and Expensify)
- Experience with Bill.com
- Experience with Google Apps
- Experience with cloud content management systems (i.e., Dropbox, Box, Google Drive)

OUR ASSETS:

- Earn competitive pay (\$70,000 - \$90,000) while engaging in mission-driven nonprofit work
- Benefits including health insurance, PTO, retirement, and life/disability insurance
- A laptop, monitor, keyboard/mouse, headset, and a one-time home office allowance will be provided to support the development of a comfortable workspace. Employees are expected to have reliable, high speed internet from their remote work location funded at their own expense
- Opportunities to lead, learn, and grow – we thrive on supporting our team member’s professional and personal goals
- A casual working environment that takes the work seriously

OUR HIRING PROCESS:

- We will read your cover letter first and are interested to know why you might be a good fit for this position. We will read your resume next and are looking for skills and experiences that match the responsibilities of this position
- We will review applications on a rolling basis until the position is filled

- Qualified candidates will be invited to interview for the position and provide at least three professional references. The interview process will consist of 1-3 video conference interviews. References may be called after any round of interviewing. We would normally require that the final interview be conducted in person, however, we are waiving our in-person interview requirement due to the coronavirus restrictions.
- We may request that candidates participate in a skills assessment of their computer and accounting skills.
- We will present a job offer verbally and in writing to the successful candidate
- We will require a successful background check to be completed after the position is offered and accepted.

HOW TO APPLY:

Apply with a cover letter and resume at our website at www.advisorsforchange.com or email your cover letter and resume to jobs@advisorsforchange.com.