

**URGENT  
ACTION  
FUND**  
FOR WOMEN'S  
HUMAN RIGHTS

**TITLE: Finance Coordinator (Accountant)**

**REPORTS TO: Senior Finance Officer**

**The Organization: Urgent Action Fund for Women's Human Rights**

Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports the urgent needs of courageous women, trans and gender non-binary human rights defenders around the world in times of crisis or opportunity. Our model protects and advances the civil, political and social rights of women and LGBTQI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTQI movements. Founded in 1997, UAF is a member of a network of four independent "Sister Funds" that collectively support frontline women's rights activists around the world. UAF's work within this network centers on support for feminist activists and social movements in the Middle East, the Caucasus, Europe and Central Asia, United States and Canada.

**The Position: Finance Coordinator (Accountant)**

An ideal candidate will be able to accurately maintain the general ledger, accounts payable and accounts receivable and ensure compliance with GAAP. To be outstanding, the candidate should also have excellent communication, organization, analytical skills and a CAN-DO attitude.

An ideal candidate will fulfill the following responsibilities and qualifications:

**CORE RESPONSIBILITIES**

- **LEADS** processing of Accounts Payable and Accounts Receivable
- **DRIVES** the tracking and recording of all internal and external transactions through journal entries
- **SUPPORTS** in the preparation of financial reporting
- **SUPPORTS** in the organizations use of internal controls

**PRIMARY PRIORITIES**

- Process accounts payables and cash disbursement
- Maintain vendor documentation and act as primary liaison to vendor
- Prepare wires requested for grantee payments
- Compile credit card expense reports in Netsuite
- Compile and submit 1099's to vendors, IRS and applicable state DOR.
- Update and maintain the general ledger
- Continuously look for opportunities to generate efficiencies and increase the effectiveness of financial operations

## **QUALIFICATIONS/REQUIREMENTS**

### ***Areas of Expertise***

- 3-5 years of solid experience with bookkeeping and accounting
- Data entry skills, invoice coding skills
- Understanding of functional expenses, grants, funds/class allocations
- Basic proficiency in accounting software - bill.com, Netsuite, Tax1099
- Familiarity with compliance issues around accounts payable – W9, W8Ben, 1099

### ***Skills***

- Data entry skills
- Excellent verbal and communication skills
- Knowledge of US GAAP
- Proficiency in Microsoft Excel
- Planning, detailed, analytical, communication
- organized and detail oriented
- Analytical and problem-solving skills

### ***Work Expectations***

- Must have a dedicated internet connection
- Able to work collaboratively with all stakeholders
- Ability to calculate, post and manage accounting and financial records

## **COMPENSATION**

This position is full time (32 hours per week as UAF has a 4-day workweek) and is exempt. This position is remote, with a preference for candidates who are can work during ET hours and could relocate to New York should in person work resume.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is \$73,591 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and competitive PTO package).

### **How to Apply**

Please email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to their references) to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with "Finance Coordinator" in the subject line. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately and only applicants selected for an interview will be contacted. No phone calls please.