

# URGENT ACTION FUND

## FOR WOMEN'S HUMAN RIGHTS

### Finance Associate

**About Us:** Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports courageous women and transgender human rights defenders (WHRDs) around the world. Our model protects and advances the civil, political and social rights of women and LGBTI people, and invests in the resilience of social justice movements, including environmental, feminist, anti-corruption, land rights, youth, and LGBTI movements. Founded in 1997, Urgent Action Fund has grown from a single organization into 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 activists and social movements in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Turkey, Russia, Canada, and the United States.

**Position Description:** The Finance Associate manages bookkeeping entries in accordance with GAAP, processes accounts payable including time-sensitive grant payments, and contributes to organization-wide financial planning and analysis using UAF's accounting software, NetSuite. This position will exercise discretion and independent judgment to perform financial analysis and bookkeeping projects. This position works closely with the Finance Officer and other members of the Operations team, and reports to the Director of Finance and Operations.

#### Core Responsibilities:

##### Accounting & Bookkeeping

- Review and enter weekly revenue and expense batches in accordance with GAAP
- Process bills and staff reimbursements, and make payments by checks, wires, and credit cards
- Efficiently initiate time-sensitive international wire payments to grantees
- Process timely vendor payments using Bill.com
- Manage staff approvals of bills, as applicable
- Manage staff expense reporting system, review and correct expense reports, and process reimbursements
- Track accounts receivable in NetSuite and make revenue entries for individual donations, donor-advised funds, institutional funders, and government entities
- With the finance team, ensure appropriate use of restricted funds, and accurate and timely accounting for the release of restricted funds
- Prepare quarterly net assets accounting schedules

##### Financial Planning & Analysis

- Ensure accurate financial information is available for the Programs team to make timely grant awards
- Ensure appropriate documentation is prepared and maintained to support grant reporting, annual audits, and tracking of donor deliverables

[www.urgentactionfund.org](http://www.urgentactionfund.org)

660 13<sup>th</sup> Street, Suite 200 | Oakland, CA 94612 USA | 415.523.0360

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- With finance team, prepare materials for annual audit and several project audits throughout the year

### Operations & Other Activities

- Other projects to provide coverage for other members of the Operations team or special projects with the Programs and Development teams as needed

### Core Capacities:

- Thrive on systems improvement and finding efficiencies
- Strong ability to take initiative and work independently
- Strong accounting skills
- Work with attention to detail and sensitivity to confidential information
- Enjoy a small organization atmosphere with close cross-departmental collaboration
- Share the values of the organization: integrity, feminisms, wellbeing, justice, courage, and mindful engagement
- Work collaboratively and respectfully with multiple stakeholders including program and development/communications staff, grantees, donors, board members, vendors, and external consultants

### Qualifications/Requirements:

- At least two years of experience in nonprofit accounting or bookkeeping
- Strong attention to detail and organizational skills
- Experience with ERP accounting software required, and NetSuite preferred
- Experience with Bill.com preferred, but not required
- Proven ability to work independently as well as part of a team in a collaborative environment
- Demonstrated ability to prioritize tasks and manage multiple deadlines
- Demonstrated ability to maintain confidentiality on matters related to human resources, fundraising, and finance
- Flexibility and ability to work within a dynamic and fast-paced environment
- Candidates must possess excellent computer skills, including proficiency in working with Microsoft Excel and Office Suite
- Demonstrated respect and appreciation for diverse communities
- Commitment to the mission of Urgent Action Fund

### Job Specifics & Work Environment:

This position is full-time and is exempt. Position pay range is \$65,000 - \$70,000, depending on qualifications and experience, and includes a strong benefits package.

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**Note: This position will be remote during the COVID-19 pandemic, with a preference for being based in Oakland, California or New York City long-term. Interviews will be conducted remotely.**

Urgent Action Fund is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. Authorization to work in the United States is required.

**How to Apply:** Please submit cover letter and resume to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with "Finance Associate" in the subject line. Cover letters may be addressed to the hiring manager: Alex Holy, Director of Finance and Operations (she/her/hers). Applicants must be eligible to work in the United States. The position is open until filled. No phone calls please.

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