**Finance Officer**

**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. With an annual revenue of $7 Million, 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 Officer will be responsible for ensuring that the organization maintains strong fiscal operations to meet its obligations for accurate and timely payments and reporting. This position will maintain the day-to-day regular finance and accounting processes, while maintaining accurate and complete records and ensuring compliance with financial policies and controls. This position reports to the Director of Finance and Operations, and works closely with UAF’s Operations team.

**Core Responsibilities:**

**Record Keeping, Reporting and Process Management**

- Prepare journal entries for month-end processes
- Reconcile bank and investment accounts monthly
- Maintain filing in Box for all processed documents
- Maintain vendor database and issue 1099 tax to the government and applicable vendors and grantees.
- Ensure appropriate documentation is prepared and maintained to support grant reporting, annual audits, and tracking of donor deliverables

**Accounting & Bookkeeping**

- Review processing of bills, reimbursements, and grants payments, including payments by checks, wires, and credit cards
- Monitor bill.com money out clearing
- Reconcile and make entries for staff benefits
- Review and enter all weekly revenue and expense batches; manage staff use of UAF’s accounting system
- Track accounts receivable
Work with Sr. Finance Officer and Director of Finance & Operations to ensure appropriate use of restricted funds, and accurate and timely accounting for the release of restricted funds

Enter and manage grant sources in cross-departmental database; work with Programs Team to ensure appropriate regranting

Manage staff expense reporting system, review and correct expense reports, and process reimbursements

Prepare monthly net assets accounting schedules

Reconcile grant revenue with development department on a monthly basis

Core capacities:

- 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.
- Thrive on systems improvement and finding efficiencies.
- Work with attention to detail and sensitivity to confidential information.
- Enjoy a small company atmosphere with close cross-departmental collaboration.

Qualifications/Requirements:

- Minimum 3-5 years’ experience in nonprofit financial and/or accounting experience
- Attention to detail and deadline-driven
- Experience with NetSuite, bill.com or other accounting software
- Experience with spreadsheets and word processing software
- Superior communication and interpersonal skills
- Comfortable working across cultures and time zones
- Passion for social justice and human rights, including women’s rights and LGBTI equality

Job Specifics & Work Environment:

This position is full time (32 hours per week) and is exempt. Position pays $81,937 annually 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). UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. Position location is remote.

Urgent Action Fund is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.
How to Apply: Please submit cover letter, and resume to employment@urgentactionfund.org, with “Finance Officer” in the subject line. Cover letters may be addressed to the hiring manager: Agnes Mestrich, Director of Finance and Operations. Applicants must be eligible to work in the United States. The position is open until filled. No phone calls please.