

URGENT ACTION FUND

FOR WOMEN'S HUMAN RIGHTS

Senior 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 \$15+ 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 Caucuses, Turkey, Russia, Canada, and the United States.

Position Description: Lead the day-to day accounting operations, ensuring the accuracy and completeness of UAF's financial information. The Senior Finance Officer will also work to strengthen UAF's internal controls by ensuring that the organization's financial systems, reporting, policies procedures, and practices are robust and fit our purpose. This position reports to the Director of Finance and Operations, and works closely with UAF's Operations Team.

Core Responsibilities:

Financial and management accounting

- Manage cost allocations to restricted funds (indirect and direct expense schedules) and oversee accuracy of journal entries including income recognition, accounts payable and payroll journal and benefit accrual entries.
- Review grant agreements, determining donor-intent, and working with the budget team, development team, and programs team to appropriately account for gift transactions.
- Build and automate financial reporting and financial modeling for restricted funds, tracking actual spend against budget
- Assist Programs Team with annual grantmaking budgets and monthly grantmaking reconciliations. Ensure accurate information is available for timely grant awards.
- Support the Development Team with budgets for fundraising proposals
- Lead joint financial reporting with colleagues at the Urgent Action Sister Funds
- Ensure appropriate documentation is prepared and maintained to support grant reporting, annual audits, and tracking of donor deliverables
- Manage contracts and grants to ensure compliance with reporting and legal requirements, fulfillment of contractual and budget obligations, and provide interface with contracting entities
- Produce internal monthly financial reports
- Support the DFO in preparing for annual audit, tax filing, and other required government filings.

www.urgentactionfund.org

2601 Blanding Ave, Suite C, #155 | Alameda, CA 94612 USA | 415.523.0360

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Accounting

- Review and approve weekly revenue and expense batches
- Ensure proper coding of expenses to ensure appropriate use of restricted funds, and accurate and timely accounting for the release of restricted funds
- With Finance Team, ensure timely processing of all payments, including vendors, reimbursements, and grant payments

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 7 years' experience in nonprofit financial and/or accounting experience
- Experience with private grant accounting required
- Attention to detail and deadline-driven
- Experience with Netsuite 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 \$97,799 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.

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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 "Senior 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.

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