JOB ANNOUNCEMENT: Finance Operations Specialist
APPLICATION DEADLINE: July 12th, 2020 or until filled

Send resume and cover letter to jobs@pugetsoundsage.org; Subject: Finance Ops Specialist.

ABOUT PUGET SOUND SAGE AND SAGE LEADERS
Puget Sound Sage is a dynamic and mindful multi-racial and worker centered think and act tank. We develop our policy priorities by grounding our policies in community-based research and vetting potential policy opportunities with people of color and worker led and serving organizations. From this process, we have advocated for and passed some of our region’s most exciting policies that promote climate justice, good jobs, equitable development, and leadership development in low-wage and people of color communities. Our campaigns and theory of change are rooted in racial justice, which for us means a deep commitment to supporting base-building organizations to provide research and analysis that wins innovative policy and supports building power in the region.

Our family of organizations includes Puget Sound Sage (501c3) and Sage Leaders (501c4). Our new affiliated 501c4 organization works to transform our political system and build power in communities of color and low income communities by offering leadership development programs for civic leaders.

Position title: Finance Operations Specialist
Position type: full-time, hourly (non-exempt)
(Salaried non-exempt while organization is on 30hr work week)
Rate of Pay: $24.04 - $26.44 per hour, DOE
($50,000 - $55,000 annually)

Reports to: Operation Director
Start date: August 2020
Location: Seattle, WA
(Originally remote until Stay Home Stay Safe Order is lifted)

ABOUT THE POSITION
The Finance Operations Specialist (FOS) is a vital support role that carries out and acts as a backstop for most of Puget Sound Sage’s daily finance tasks. This is an ideal position for a candidate with some general experience in nonprofit finance and accounting who is looking to take the next step in their career.

At its core, this position is centered around following established finance processes to ensure the timely and accurate tracking of organizational expense, coordinating with other staff on internal operations tasks, and regularly problem-solving issues as they arise. In addition, the FOS will provide ad hoc support for IT, compliance, HR, and other administrative tasks as needed. A baseline of intermediate Excel skills and familiarity with CRM and accounting databases is essential for this role. Some general accounting/bookkeeping knowledge is highly preferred. This position reports to the Operations Director.
RESPONSIBILITIES

Accounts Payable
- Manage Accounts Payable inbox; proof and route check requests for director approval and processing by external bookkeeper
- Coordinate weekly printing, signing, and distribution of outgoing checks with Finance Operations team
- Manage electronic bill payments

Recurring Finance Tasks
- Prepare monthly credit card and PEX Card statement reconciliations
- Prepare and route monthly outgoing invoices
- Support annual audit in the form of financial reconciliation and records review
- Consolidate and file backup documents for monthly checking account reconciliation

Payroll
- Ensure timely submission and accuracy of staff timesheets
- Coordinate with Human Resources Program Manager and external bookkeeper to ensure staff payroll changes are implemented correctly
- Reconcile payroll liability accounts on monthly basis
- Generate retirement liability report each pay period

Internal IT Systems
- Support management of office phone system and coordinate update of greetings as needed
- Manage signature routing system in Docusign

Miscellaneous Administrative Support
- Carry out filing of physical, electronic, and cloud-based finance documents
- Coordinate with staff to ensure filing of state and municipal lobbying reports as required by law
- Coordinate with Human Resources Program Manager to ensure onboarding-related tasks are fulfilled
- Support Finance Operations team in ensuring Sage is properly registered with various government entities to be in operational and financial compliance with the law
- Other miscellaneous duties as needed

QUALIFICATIONS
This position is ideal for a dynamic, mission driven individual with excellent attention to detail and problem-solving skills. Specific requirements include the following:
- Good communicator and problem solver
- Self-starter who is organized and keeps track of tasks
- High attention to detail, specifically as it pertains to the accuracy of financial data
- Intermediate Excel ability including ability to use Pivot Tables, VLOOKUP, SUMIF, etc.
- Basic knowledge of double-entry accounting preferred, i.e. chart of accounts, debits and credits, normal balances
• Experience with and general understanding of internal controls as it pertains to nonprofit accounting
• A demonstrated commitment to racial and social equity that centers Black Liberation and Indigenous Sovereignty

Additional nice-to-have, but not required skills:
• QuickBooks knowledge
• Familiarity with Excel Power Query and PowerPivot or other business intelligence tools

COMPENSATION
The pay rate range for this position is between $24.04 and $26.44 per hour ($50,000 - $55,000 annually). Family health benefits available at up to 93% employer-paid, retirement contribution after one year of employment with no employee match required, generous vacation and personal time, fully-covered transit pass, and $1,000 annual allocation for Professional Development per staff person.

TO APPLY
To apply, email resume and cover letter to jobs@pugetsoundsage.org. Please use “Finance Ops Specialist” as the subject line, and address the cover letter to Michael L. Moore, Operations Director. In the body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications by July 12th. Applications received after that date may be reviewed in a second round. Only applicants who are offered interviews will receive a response.

*Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, Black people, indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.*