



Freedom Network USA

Job Posting: FNUSA Finance Manager

Application Deadline: November 13, 2020 or until filled

Position Term: Permanent

Location: Washington DC, Salt Lake City UT, or Buffalo NY (remote employment possible)

Mission: Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity. We are a growing team of passionate advocates, providing training and technical assistance, engaging in policy advocacy and lobbying, and building a more effective anti-trafficking movement.

Position Summary: The Finance Manager will be responsible for performing all accounting functions for this growing organization, in accordance with Generally Accepted Accounting Principles (GAAP). Funding streams include multi-year federal cooperative agreements, restricted and unrestricted multi-year foundation grants, individual and corporate donors, annual membership fees, event registration fees, and consulting fees. We project a fiscal year 2021 budget of approximately \$1M with 12 staff members. This is a part-time, exempt position (generally 25-30 hours per week), which includes audit preparation, with opportunities for growth. This position collaborates with the FNUSA management team, and reports to the Executive Director. We are currently working 100% remotely, but plan to return to our DC office when it is safe to do so, with options for telework.

Essential Job Functions:

Bookkeeping

- Enter, process and file Accounts Payables (bills, consultants, vendors, employee reimbursements and credit cards)
- Enter Accounts Receivables invoices and payments
- Record revenue in accordance with organizational policies and GAAP
- Maintain monthly schedules and reconcile general ledger accounts on a monthly basis including Prepaid Expenses, Deferred Income, Restricted Assets, Fixed Assets and Depreciation
- Perform monthly bank account reconciliations, and reconciliation between our CRM and QuickBooks
- Enter semi-monthly payroll into third-party service; track leave use and balances
- Perform and record cost allocations across programs
- Monitor cash flow and bank balances on a regular basis with recommendations as needed

Financial Controls

- Maintain financial security by ensuring best practice in internal controls
- Prepare financial information for outsourced accounting firm to review all schedules and financial reports on a quarterly basis
- Prepare information for annual audit in conjunction with outsourced accounting firm
- Work with external audit firm in preparation for annual 990 and federal subpart F audit
- Prepare 1099s and the annual 1096

- Ensure compliance with federal, state, and local financial legal requirements and regulations by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed action

Accounting and Financial Reporting

- Prepare and coordinate reports in a timely manner as follows:
 - Monthly financial reports for Executive Director and Program Directors
 - Quarterly financial reports for the Board of Directors
 - Quarterly grant financial reports
 - Year End financial reports, including documentation for external audit firm
- Lead preparation of the annual organization and program budgets in consultation with the Executive Director and Program Directors
- Prepare, track, and monitor invoices for foundation and federal grants
- Provide reports and support to various funders substantiating amounts invoiced

Skills and Qualifications

- At least 5 years' nonprofit accounting experience, within the last 10 years.
- At least 3 years' experience reporting on federal grants, with a preference for experience with USDOJ grants. Uniform Guidance knowledge is essential.
- Knowledge and experience working in accordance with GAAP and completing subpart F single audits.
- Bachelor's degree in Accounting preferred. CPA a plus.
- Excellent knowledge of QuickBooks, Microsoft Excel, and third party payroll processors.
- Understanding of multi-program and sub-program coding.
- Experience with developing and implementing federally compliant procurement policies.
- Experience producing organization and program budgets and financial reports for government and private funders.
- Collaborative team player with excellent communication skills and ability to relate to different points of view.
- Trustworthy with strong integrity.
- Strong organizational skills.
- A commitment to human rights and survivor empowerment.
- A sense of humor and collaborative spirit.

Compensation: Salary range is \$40,000 to \$45,000 for part-time, exempt position (generally 25-30 hours per week, likely increases at end of year and audit seasons) depending on experience, plus benefits including medical, dental, vision, and life insurance and retirement plan with employer match.

How To Apply: To apply please send resume and cover letter to info@freedomnetworkusa.org by **November 13, 2020** with *Finance Manager* in the subject line.

Freedom Network USA is an equal opportunity employer. FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, or the presence of any sensory, mental or physical disability in employment. Survivors of trafficking are strongly encouraged to apply.