



Job Posting: Finance Coordinator

Organization: Open Aid Alliance

Position: Finance Coordinator

Location: Missoula, MT or surrounding areas

Salary: \$54,000 - \$60,000 annually (depending on experience)

Benefits: Open Aid Alliance offers a 35-hour, 4-day work week, generous PTO, medical/dental/vision insurance, hybrid/remote work environment, training opportunities, and room for professional advancement. This position is open to experienced professionals or recent graduates eager to learn quickly. **This position features a flexible start date.**

Job Description: Open Aid Alliance is seeking a dedicated and self-directed Finance Coordinator to join our team. The ideal candidate will have a passion for nonprofit work and a strong background in finance, accounting, or business. Reporting directly to the Executive Director, the Finance Coordinator will play a vital role in ensuring the financial health and sustainability of our organization.

Key Responsibilities:

- Work closely with the Executive Director and program directors to compile accurate invoices for reimbursement to ensure timely payment.
- Reconcile monthly transactions and maintain accurate records in QuickBooks.
- Prepare budgets and participate in collaborative forecasting as requested.
- Work with the Director of Operations to ensure accurate and timely payroll processing twice a month.
- Oversee financial reporting and compliance with regulatory requirements.
- Monitor cash flow and financial performance, identifying areas for improvement and working with Programs to implement solutions.
- Utilize and maintain internal controls to safeguard organizational assets.
- Provide financial analysis and recommendations to support strategic decision-making.
- Pull and transmit documents as required for audits to our 3rd party auditing firm.
- Assist in reviewing tax filings for accuracy alongside the executive director.
- Compile and print 1099's, W-2's, and other year-end activities as required.



Requirements:

- Bachelor's degree in Accounting, Business, or a related field, or an equivalent combination of education and experience.
- Demonstrated experience in nonprofit work supported by strong professional references.
- Advanced proficiency in QuickBooks and Microsoft Excel, with a focus on financial analysis and reporting.
- Exceptional analytical skills with meticulous attention to detail.
- Excellent communication skills, with the ability to effectively convey financial information to non-finance stakeholders.
- Proven ability to work autonomously and collaboratively within a team environment.
- A proactive approach to learning and innovation, with a willingness to explore creative solutions within Generally Accepted Accounting Principles (GAAP).
- A strong commitment to advancing public health and reducing harm to vulnerable communities.
- Willingness to engage in public-facing direct service regularly or when requested.

Prior experience in managing and overseeing federal awards and subrecipient funds is highly desirable, but training will be provided upon hire.

How to Apply: To apply for this position, please submit your resume and cover letter detailing your qualifications and interest in the role at openaidalliance.org/work. In your cover letter, please include your availability for an interview.

Open Aid Alliance is an equal opportunity employer, and we strongly encourage candidates from diverse backgrounds. We give hiring preference to current or former volunteers. At OAA, we value and champion lived experience.

Application Deadline: Priority Applications should be received by March 28th, 2024. Position open until filled.

Thank you for considering joining our team at Open Aid Alliance. We look forward to reviewing your application!