

**Position: Finance and Operations Coordinator**

**Post Date: September 6, 2019**

**Applications accepted until position is filled**

RESOLVE, a non-profit organization with headquarters in Washington, D.C., is seeking a Finance and Operations Coordinator. The Finance and Operations Coordinator is responsible for carrying out daily financial transactions and record keeping and assisting in day-to-day coordination and management of business operational activities. We are particularly interested in candidates who have a passion for working in a dynamic and creative organization and support the mission of RESOLVE.

### Organization Overview

RESOLVE is an independent organization. We forge sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed.

We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprise. As an independent, nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders.

We are based in Washington, D.C. and work on local, regional, national, and international projects. Our projects focus on healthy communities, conservation, and sustainable resources.

### Qualifications

Applicants must have a Bachelor's degree in accounting, finance, or related discipline and have a minimum of two years of work experience. Candidates with an interest in RESOLVE's mission are more likely to be successful. RESOLVE's programs are deadline driven and can be influenced by external events. Therefore, all candidates should have flexibility to adapt to a varying schedule, particularly around busy time periods.

### Responsibilities

#### *Finance*

- Perform the day-to-day accounting functions for the non-profit organization, its for-profit subsidiaries, and any related entities including:
  - Complete account reconciliations, such as bank reconciliations, accounts receivable, accounts payable, and other balance sheet accounts
  - Processing transactions in the invoicing cycle, including creating and sending invoices and supporting documentation and A/R management
  - Support the month end close process and maintaining various schedules
  - Set up new contracts (Projects) in the accounting system
  - Process invoices for payment in bill.com (Accounts Payable Processing)
  - Classify, enter, and reconcile credit card expenses monthly
  - Project tracking and reporting

- Assist with the development of program and organizational budgets and support program staff with budgeting
- Other duties as assigned

### *Operations*

- Support the day-to-day operations functions for the organization including:
  - Maintain and keep current the corporate files for the non-profit organization, for-profit subsidiaries, and any related entities
  - Respond to general inquiries via email or telephone and routing to appropriate staff
  - Coordinate office equipment needs and maintain copiers, telephones, printers, and furniture
  - Develop and implement systems to support planning, such as hours projections and program and business development tracking, and support staff in their use of such systems
  - Coordinate office maintenance needs
  - Ensure that all incoming office mail/packages are received and distributed
  - Manage service and hardware subscriptions, including such as Media Temple, Adobe Connect, Dropbox, etc.
  - Ensure that all office supplies are ordered, received, maintained, tracked and delivered.
- Other duties as assigned

### Competencies

We are looking for a detail oriented individual with a commitment to support the day-to-day coordination of RESOLVE's finance and operational needs. The individual should have knowledge, skills, personal characteristics, and referrals that attest to the following:

### *Knowledge and Experience*

- Experience in the accounting software Intacct is required
- Experience with QuickBooks is preferred
- Experience with office administration is preferred

### *Skills*

- Excellent analytical and problem solving skills
- Excellent mathematical and deductive reasoning
- Excellent organizational skills with a strong attention to detail
- Proficiency with word processing, databases, and spreadsheets
- Ability to take initiative and show leadership
- Ability to balance multiple projects and priorities simultaneously, while closely tracking and managing various project activities, timelines, and deliverables
- Excellent relationship and communication skills such as listening, building trust, empathizing, developing rapport, and both giving and receiving constructive criticism
- Experience with collaborative technologies (e.g., Adobe Connect or other webinar programs; Dropbox; Google Forms), social media, AV equipment, and web development

### *Personal Characteristics*

- Strong values and ethics
- Energy, drive, and commitment to excellence

- Professionalism
- Strong interpersonal skills; ability to effectively interact with all levels of staff and external contacts; ability to work as an effective team member
- Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work with at times limited day-to-day supervision or structure
- Ability to use sound judgment to effectively solve problems within the scope of the position

Salary is commensurate with education and experience. RESOLVE offers excellent benefits, including: medical and dental insurance; retirement contributions; generous family, vacation, and sick leave; and long-term disability.

#### To Apply

Please email your resume and cover letter to [jobs@resolv.org](mailto:jobs@resolv.org). Please do not email staff or inquire about opportunities by phone. Resumes without cover letters will not be considered.

At RESOLVE, we are committed to creating a diverse, inclusive, and mutually respectful environment where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. All employment decisions are based on qualifications, merit, and business need.