



United Against Human Trafficking

Finance & Business Coordinator

The Finance & Business Coordinator will support the agency in general and the Finance Manager in particular by serving as a leader in process compliance and financial administration. Job duties include working closely with the finance manager to assist in recording financial transactions, creating reports, streamlining processes, and serving as a point person on accounts receivable. Additional responsibilities exist around compliance as it relates to grant funding and reporting, and general agency business oversight.

Desired Experience and Qualifications:

Education/Experience: Proven experience in detail-oriented work, with a preference for bookkeeping, AR, AP, or other finance experience. Formal education/degrees in business, finance, or accounting preferred.

Proven bookkeeping experience. Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports.

This person reports to the Finance Manager.

Qualifications:

1. Solid understanding of nonprofit basic bookkeeping and accounting payable/receivable principles
2. Proven ability to calculate, post and manage figures and financial records and QuickBooks
3. Proficient in Microsoft Office Applications (Word, Excel, Outlook)
4. Self-motivated, self-starter, high degree of accuracy and attention to detail
5. Customer service oriented with a collaborative instinct
6. Must have strong work ethic and ability to work effectively in a fast-paced team-oriented environment
7. Government grant reimbursements experience is a bonus

Job Responsibilities:

1. Shepherd day-to-day processes across the agency. Ensure compliance in all areas, particularly in the areas of
 - a. Collect & organize time sheets
 - b. Organize accounts receivable and accurately record in Salesforce
 - c. Work with HR to ensure compliance with all agency policies
 - d. Communicate with the building and other vendors as necessary
2. In concert with Finance Manager, assist in the management of Accounts Receivable and Accounts Payable:
 - a. Inputs invoices and donation pledges in QuickBooks and send it to customers or donors
 - b. Record day-to-day expense transactions and complete the posting process
3. Maintain an updated financial files, electronic and physical records, to make sure smooth financial audit process
4. Assist with government grants reimbursement process
5. Assist in completing monthly, quarterly, and year-end fiscal reports and the analysis necessary for grantors and agency staff
6. Lead efficient business practices internally and externally with vendors, other agency partners, etc.
7. Serve as point person for payment with earned revenue streams (The Pathway, SSE, others)
8. Lead all IT elements of the onboarding process in coordination with the COO, hiring manager, and HR Coordinator
9. Assist staff with IT needs when possible
10. Maintain an inventory of equipment for use by staff, suggesting upgrades when necessary
11. Monitor office equipment such as photocopier, scanner, and telephone system



General Responsibilities:

Agency Compliance

1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding client files, reports, correspondence, personnel, and financial paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department, agency-wide staff meetings and other meetings as scheduled
7. Communicates proactively and professionally with peers and stakeholders through phone and email
8. Follows all regulatory requirements for reporting suspected abuse or neglect

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.