



Finance and Operations Associate

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

Title: Finance and Operations Associate

Reports to: Director of Finance and Operations

Position Summary and Responsibilities:

The Finance and Operations Associate is responsible for providing support to the National Immigration Forum's Director of Finance and Operations and for specific areas of finance, human resources, facilities, technology and office equipment.

- Responsible for employee benefits administration (health insurance, 401(k) plan and notifications, short term, long-term disability plans, including enrollment, health insurance extension laws, pension plan rollovers, Metro Smartcard. Serve as contact person for staff regarding questions about benefits, etc.

- **Oversee payroll processing including compiling information for each pay period including adding or removing staff, leave usage, benefits changes and vacation payout.**
- **Manage employee recruitment process, including posting positions and advising/supporting staff on the recruitment process. Provide orientation of new hires and ensure completion of all necessary documents.**
- **Significant responsibility for the accounts payable aspect of the financial system including processing checks, maintaining vendor files. Review and approve expense reimbursements requests, handle all inquiries regarding payments.**
- **Process bank deposits (coordinating with development for accurate recording of contributions); reconcile contributions records in Salesforce and PayPal with the records in the accounting program.**
- **Prepare all consultant contracts, obtain appropriate signatures from consultant and obtain W-9 forms. Prepare 1099's and distribute to consultants and the IRS.**
- **Facilities management, ensure functional office equipment and space, including heating/air conditioning issues, telephones, computers, hardware and software, wireless, connectivity with cell phones, printers, copiers, postage machine, etc. Act as a liaison with building management, subtenants and Forum staff.**
- **Supervise information technology consultants to support the technology needs of the organization. Collaborate with consultants on analysis of needs, upgrades, systems security. Ensure staff technology issues are resolved. Ensure staff receives proper training on website(s).**
- **Maintain the fixed assets schedule and calculate depreciation to reflect purchases.**
- **Manage corporate credit cards including issuing for new employees, cancelling for departing or irresponsible employees, resolving issues with bank and managing credit limits as needed.**
- **Provide support for events including assistance with event logistics.**
- **Perform other duties as required.**

Education: Bachelor's Degree required.

Experience and Qualifications:

- **Minimum of two to five years of progressive experience related to office management or accounting. Experience in accounting is required. Experience in human resources, facilities management and/or non-profits are a plus.**
- **Demonstrated ability to organize, prioritize and complete work independently.**
- **Must be a self-starter with flexibility, good judgment, and the ability to coordinate multiple, concurrent tasks in an effective manner.**
- **Must possess knowledge of common practices in human resources, non-profit accounting, facilities management and technology.**
- **Strong writing, proofreading, attention to detail and communications skills are necessary.**

- Good knowledge of office support functions including database management. Strong computer skills, including advanced knowledge of Microsoft Word and Excel.
- Must have strong interpersonal skills including ability to build trust in a diverse team working in a fast-paced environment.

The National Immigration Forum offers a very generous salary and benefits package, including health and dental insurance and a retirement plan. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before October 7, 2016; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: resume@immigrationforum.org and include your name and “Finance and Operations Associate” in the subject line. Applications submitted without the required information will not be considered.