



### **Finance & 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, labor, 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 broad immigration reform, 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 [www.immigrationforum.org](http://www.immigrationforum.org) for more information about the Forum.

**Reports to:** Assistant Vice President of Finance & Administration

**Position Summary:** The National Immigration Forum Finance & Operations Associate plays a critical role in supporting the work of the Forum. Working with staff, contractors, and vendors, this role collaborates closely with the Chief Financial & Administrative Officer and Assistant Vice President of Finance & Administration and focuses on the specific areas of finance and contracts.

#### **Primary Responsibilities:**

- Responsible for accounts payable operations, including:
  - Reviewing and coding invoices;
  - Processing checks and mailing payments;
  - Processing ACH payments;
  - Maintaining vendor relationships and records;
  - Reviewing and approving expense reimbursements requests;
  - And handling inquiries regarding payment status.
- Record revenue, process bank deposits, and reconcile contributions records in donor management and bookkeeping software.
- Maintain vendor and organizational files.

- Assist with banking and bank reconciliations.
- Track staff timesheets and leave use and assist with quarterly allocations of hours, leave, and expenses.
- Maintain the fixed assets schedule and calculate depreciation to reflect purchases.
- Manage consultant contracts, prepare new agreements, obtain appropriate tax forms from consultants, and oversee the collection of contract signatures.
- Administer corporate credit cards and oversee the credit card report creation and approval process.
- Assist with annual audit and 990 preparations.
- Provide support for the annual budget development process.
- Assist with maintenance of HR files and systems.
- Support facility operations as needed and manage special projects and other duties as assigned.

### **Required Experience and Qualifications:**

- One to three years of progressive experience related to office management or accounting or a bachelor's degree, an advanced degree, or similar professional accreditation.
- Knowledge of common practices in accounting and human resources.
- Demonstrated ability to organize, prioritize, and complete work independently.
- Ability to both collaborate with others and work effectively in an independent manner.
- Strong writing, proofreading, attention to detail and communications skills are necessary.
- Good knowledge of office support functions and formidable computer skills, including advanced knowledge of Microsoft Word and Excel.
- Strong interpersonal skills including ability to build trust in a diverse team of staff, contractors, and vendors working in a fast-paced environment.
- Excellent judgement and the ability to handle confidential information with discretion.

### **Preferred Experience and Qualifications:**

- Academic background in accounting, finance, or business administration.
- Experience in human resources, facilities management, and/or non-profits.
- Experience with Salesforce and Sage products.

**Salary:** Salary starts at \$50,000 and is commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan.

The National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities, and women are strongly encouraged to apply.

Please send cover letter, resume and salary requirements to:

**resume@immigrationforum.org** and include “**Finance & Operations Associate**” in the subject line. Applications submitted without the required information will not be considered.