

YOUNG INVINCIBLES

Organization Young Invincibles	Date August 15, 2017
Position Title Finance and Operations Coordinator	Location Washington, DC

Position Description:

The Finance and Operations Coordinator reports to the Senior Director, Finance and Operations and is responsible for a wide variety of duties to ensure the smooth operation of the organization, primarily pertaining to finance, contracting, office management and general operations. The Finance and Operations Coordinator will be responsible for day-to-day office administrative support as well as working with the rest of the operations team to build out key organizational structures and procedures.

The Finance and Operations Coordinator must be able to work efficiently and with a positive attitude in a fast-paced environment that requires adaptability to shifting priorities, a sense of urgency, and a commitment to excellence. They must be comfortable in a start-up style atmosphere requiring creativity and initiative, ability to “roll with the punches,” and a sense of humor.

This position is key to the operations team as it seeks continuous office improvement by building relationships and developing rapport with employees, seeking feedback, and demonstrates out-of-the-box thinking in implementing new ideas and finding solutions.

Primary Duties and Responsibilities:

Finance

- Understand the relationship between the budgeting process and financial statements; be able to reconcile budgets with actual expenditures
- View/run/analyze reports in YI’s financial system
- Review and understand financial statements

- Work with accountants on updates/revisions to statements and be able to review financial info with program directors and explain how those numbers impact their budgets.
- Manage staff expense reimbursements, check request, credit card payment and sub-grant payment processes
- Track specific budgets and produce reports as needed
- Assist Senior Director of Operations and Finance and Executive Director in the budget management process, including creation of regional-specific budgets.
- Support organizational finance needs such as the annual audit and other situations that arise.

Board Management

Provide support to the YI board by:

- Scheduling board meetings
- Pulling together agendas and board materials
- Maintaining board documents and records in Dropbox
- Taking minutes at board meetings
- Serving as a point of contact for board needs

Contracting

- Draft and review contracts/invoices; track open contracts and work with contract managers to confirm deliverables and process payments
- Manage the organizational process for contract review and approval
- Manage vendor relationships

Office Management and Operations

- Serve as the point person for day-to-day office management and operations
- Manage the YI DC office in terms of ordering office supplies and troubleshooting office issues. Manage office inventory.
- Serve as point of contact for office technology and IT issues such as computer set up, email domain management and Dropbox.
- Maintain institutional docs (governance documents, tax docs, etc.) on Dropbox
- Design, implement and maintain systems of organization to manage YI internal documents.
- Support the on-boarding process for new staff

This position will also take on other administrative and operational duties as assigned. The Senior Director of Finance and Operations will determine additional responsibilities to be assigned to this role.

Qualifications:

- Proven ability to organize, prioritize and complete multiple types of administrative tasks; strong attention to detail and accuracy; persistent follow-through skills
- Excellent organizational, written and oral communications skills; ability to effectively present and communicate to all levels within an organization
- Previous experience working in a nonprofit or with an operations/finance team is a plus
- Must show a high level of discretion with confidential and sensitive personal information
- Ability to work in a fast-paced environment
- Strength in multi-tasking, goal-setting and problem solving, often under tight deadlines

Benefits:

Comprehensive benefits package, including medical, dental, & vision coverage, company funded HRA plan; 401K retirement, life insurance, generous vacation, etc.

How to Apply:

To apply, please send a resume and cover letter to resumes@younginvincibles.org and write "Finance and Operations Coordinator" in the subject line.

About Young Invincibles:

Young Invincibles ("YI") is a non-profit working to expand opportunity for young Americans ages 18 to 34 and amplify the voice of our generation in the national political conversation. Founded by and for young adults in the summer of 2009 during the debate over health care reform, YI has quickly grown into a leading voice for young people on the issues health care, higher education and employment. The organization has achieved major successes in areas ranging from the regulation of college health plans to Pell grants, and has successfully engaged hundreds of thousands of young adults online, through a network of over 100 partner organizations.

Young Invincibles is an equal employment opportunity employer and strongly encourages diverse candidates to apply. Young Invincibles does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.