



Finance and Employee Experience Manager Job Description, January 2023

Our Mission: Nonprofit Enterprise at Work ([NEW](#)) inspires and equips mission-driven people, organizations and communities to realize their visions of a just and thriving society.

Our Vision: Empowered leaders, flourishing nonprofits, and vibrant communities.

Our Values: Because we believe that communities, organizations and people are filled with potential waiting to be unleashed.

- We **Honor** the rich diversity of people, experiences and ideas.
- We **Invest** in our people, clients, and communities.
- We **Seek to Understand** by promoting lifelong learning for ourselves and our clients.
- We **Collaborate** by supporting each other as team members and through partnerships.
- We **Innovate** by encouraging creativity and finding solutions.
- We **Deliver Exceptional Service** - every time.

Purpose of Position:

The Finance and Employee Experience Manager plays a critical role in NEW's internal financial management, operations, and administration.

The successful candidate will run the day to day financial operations, ensuring accurate and timely accounting entry. They will also be a key person for the operations of the organization as a whole, driving adoption of internal systems and supporting staff with administrative HR functions.

This is an exciting growth opportunity for a highly detail-oriented professional with technical financial or bookkeeping experience. You'll thrive in this role if you are interested in both internal financial processes, and culture building by supporting staff at all levels. You'll proactively and thoughtfully champion implementation and adoption of internal financial management systems and help build and strengthen the culture and capacity of a high-impact, values-focused nonprofit.

Organizational Relationships:



This position works in partnership with the CFO and works collaboratively with NEW's entire team.

Salary and Benefits:

The salary for this position is \$60,000. This role is **full-time** and is **non-exempt by default**.

All team members are eligible for unlimited flexible time off, 11 annual holidays, and annual support of their professional development. Team members working 30+ hours have access to a comprehensive benefits package, including medical and dental healthcare where NEW covers 81.5% of the premium, and a SIMPLE IRA 3% match.

The role is a **hybrid virtual/in-person** position. The nature of the position (depositing checks, pulling reconciliation reports from copier and postage machine on site) requires at least 1 day per week working in the office. Team members can expect to work 40 hours/week.

Primary Responsibilities

This position's work intersects with all of NEW's Approach Teams:

- **Learning Communities:** *NEW builds a learning network of people that are leading change on personal, interpersonal, organizational, and systemic levels within their organizations and communities.*
- **Consulting:** *NEW partners with organizations and leaders to make measurable gains towards their goals and aspirations.*
- **Managed Services:** *NEW provides essential back-office services, tools and space that enable social change as well as opportunities for collaboration and connection.*

This position will support NEW in the following ways:

Finance (60%):

- Manage all internal accounting activities in accounting system (currently Quickbooks Desktop), including:
 - Accounts Payable
 - Accounts Receivable, including billing



- o Monthly account reconciliation
- o Depositing checks and setting up payments
- o Recording donor and grant payments, including funds for fiscally sponsored projects
- o Petty cash
- o 1099s to vendors annually
- Document and maintain complete and accurate supporting information for all financial transactions.
- Manage and reconcile company credit cards and staff mileage and reimbursements (Divvy) and other financial payment processors used by the organization (eg: Stripe, PayPal, GiveLively)
- Ensure an accurate and timely monthly accounting close, compliant with Generally Accepted Accounting Principles (GAAP).
- Develop and enforce internal controls
- Review financial reports and provide insights in collaboration with CFO
- Assist the team with standardized financial language within NEW's contract management system (PandaDocs) and with accurate billing information (QBTime entries and Nutshell)
- Assist with information gathering for annual audit
- Manage the insurance for NEW, including renewals and quotes
- Ensure appropriate financial control practices are in place, updating and serving as the subject matter expert for all necessary business policies, processes, and accounting practices.

Employee Experience (formerly known as HR) (20%)

- Partners with the leadership team to understand and execute the organization's employee experience and people strategies;
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.



- Supports recruitment, interviewing, and hiring and onboarding of applicants.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to CFO to ensure the organization attracts and retains top talent.
- Works with leadership to identify learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains a working knowledge of trends, best practices, regulatory changes, and new technologies in employee experiences and employment law.
- Lead internally hiring and onboarding process to ensure a standardized and smooth experience for internally hiring managers and applicants
- Process payroll (bimonthly; current through Paychex)
- Maintain confidential staff records
- Assist CFO with benefits administration and oversight
- Champion uptake of flexible time off (FTO) and professional development by tracking and communicating with all team members
- Manage staff appreciation gifts
- Safeguard and exercise discretion regarding confidential and sensitive employee information

Administration: Establish and maintain operational infrastructure, processes, and a workplace culture that supports our team's work and collaboration with partners. **(20%)**

- Participate in staff and other organizational meetings;
- Regularly perform administrative duties such as time tracking and data entry
- Pursue professional development and enrichment opportunities to stay current and advance knowledge in the areas of accounting, financial management, and HR.

Position Criteria



Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application!

- Progressive experience in bookkeeping, accounting, and finance.
- A strong background in office or administrative support experience and/or equivalent education/experience.
- Nonprofit experience preferred but **not** required.
- A passion for nonprofit community development and social justice in southeast Michigan.
- Valid driver's license and minimum required insurance by the State of Michigan.
- NEW requires all newly hired staff to be fully vaccinated against COVID-19.

Technical Competencies:

- Demonstrated skills and experience with QuickBooks or similar accounting tools, and comfortable using spreadsheets. Other systems experience is a plus.
- Ability to work independently with a high degree of reliability, accuracy, and integrity.
- High attention to detail, excellent people skills, and the desire to work as part of a team are important for this position.
- Familiarity and comfort with Microsoft, Google Suite and 'cloud' environments is important.

Behavioral Competencies:

- Is service-oriented, providing helpful and timely service in and out of the organization;
- Ability to engage with a variety of people and groups, manage multiple tasks and thrive in a complex environment with multiple priorities
- Works well with other team members and can also work independently to reach goals
- Shows initiative by offering new ideas and approaches



- Value learning and professional growth through internal coaching and external training
- Clearly expresses ideas and thoughts through both written and verbal communication
- Pays close attention to detail and is organized in their approach
- Works well with people and groups with varied identities, cultures, backgrounds, beliefs (nationality, race, ethnicity, religion, gender, sexual orientation, ability, class, and other social identities)
- Can understand and apply NEW's mission, vision, and values to their work

NEW's Statement on Diversity:

We believe that our mission is most effectively fulfilled through a commitment to inclusiveness and a sense of belonging as core values and practices. We maintain that building and sustaining diversity requires an ongoing commitment to inclusion that must find full expression in our organizational culture, values, norms, and behaviors. We aim to lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity and believes in a just and fair society where all can participate, prosper, and reach their full potential. We work towards a more inclusive world and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.

To Apply:

To apply, send your resume to **Linda Tam** - ltam@new.org - with the subject line "Finance and Employee Experience Manager application". We'll accept applications on a rolling basis. The application process will include a phone screening and virtual panel interview.