



TRANSFORMING THE FUTURE,
TOGETHER

Financial Consultant (Full-Time Position) Job Description

Ideal Start Date: May 2024

OUR MISSION: 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. Vibrant communities

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

We value each other's **humanity**.

We value **justice**.

We value **collaboration**.

We value **relationships** that connect us.

We value **learning and growth**.

We value **liberation**.

Purpose of Position

NEW's Financial Consultants work with our clients to increase their understanding of the crucial role that financial management holds for the success of mission-based organizations. This work includes ongoing bookkeeping services, budgeting support, financial policy development, training, and other client support.

Organizational Relationships

This position is supervised and supported by the Director of Financial Services and is part of NEW's Financial Services team. This position works closely with the Financial Services and Learning Communities teams, and collaborates with NEW's entire team.



Primary Responsibilities

Financial Consulting: *Engage leaders and organizations with transformative capacity building services. (15%)*

- Carry out financial consulting services, providing assessments of an organization's financial condition, processes and practices, grant support, and making recommendations based on best practices and the client's unique needs.
- Conduct one-on-one or small group training, including orientation to nonprofit financial concepts & responsibilities for current clients as part of their ongoing services as well as training-only engagements.
- Attend client Board meetings, Finance Committee meetings, and staff meetings to provide training and guidance.

Managed Services: *Provide ongoing client Bookkeeping services. (50%)*

- Carry out client bookkeeping services, proactively seeking to understand their mission, priorities, and financial health in the service of improving their ability to flourish.
- Conduct historical bookkeeping work to resolve inconsistencies and other problems, at the request of the client and on an hourly basis.
- Provide strategic perspectives in the context of monthly client meetings as well as in other settings as appropriate.

Administration: *Participate in operational infrastructure, processes, and a workplace culture that supports our team's work and collaboration with partners. (35%)*

- Pursue professional development and enrichment opportunities to stay current and advance knowledge in the areas of both organizational systems & software and nonprofit financial practices, as well as in topics related to NEW's Mission, Vision, and Values.
- Work collaboratively within NEW to help the organization strive toward meeting its Mission and Vision, particularly in developing strategies to ensure positive impacts on the financial health of our communities.
- Play an active role in promoting and creating an organizational culture consistent with NEW's Mission, Vision, and Values.

Competencies and Experience



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

- 2-3 years of experience in a client-facing role; experience working in and/or with nonprofits, comfort with using spreadsheets, and with nonprofit bookkeeping preferred but not essential
- Ability to work independently with a high degree of reliability, accuracy, and integrity, and ability to manage priorities and workflow effectively
- A team player who shows interest in the mission, vision, and values of the organization
- Familiarity and comfort with Microsoft, Google Suite, and 'cloud' environments and ability to learn new software systems. Experience with Quickbooks and/or other accounting tools preferred but not essential.
- Attention to detail including considering all aspects of a whole; ability to accurately carry out processes.
- Proactive ability communicating risks and issues, ensuring that individual engagements stay on track.
- Service-oriented, providing helpful and timely service to clients.

Compensation & Time Commitment

The salary for this position is \$52,800. This is a full-time exempt position with an anticipated requirement of 40 hours per week. The role is a hybrid virtual/in-person position, with flexibility to determine in-office and virtual working hours. Occasional in-person meetings are required.

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 per week have access to a comprehensive benefits package, including medical, dental, and vision healthcare where NEW covers 82% of the premium, and a SIMPLE IRA 3% match.



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To apply, please submit your resume and cover letter sharing your interest in this position, alignment with NEW's mission, vision, and values, as well as relevant professional experience to Tina Zoller, Employee Experience Manager at hire@new.org.

Anticipated Hiring Timeline:

- Job posted through April 17, 2024
- Phone screenings held by April 24, 2024
- Interviews held April 29 - May 2, 2024
- Ideal start date May 16, 2024

NEW's Commitment To Diversity, Inclusion, Equity, Justice & Belonging:

We believe that our mission and vision are most effectively fulfilled through demonstration of diversity, equity, inclusion, justice and a sense of belonging, as core strategies rooted in our organizational values. Building and sustaining diversity requires an ongoing commitment to the full expression in our organizational culture, values, norms, and behaviors. We will 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, which requires us to rebalance and redistribute power, acknowledging and acting to repair past and current harms and injustices experienced by people of marginalized identities. In a just and equitable society and organization, everyone can participate, prosper, and reach their full potential. We work towards a more inclusive nonprofit sector and organization 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, body type or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.