



Finance & Operations Associate Job Description

Organization Overview

Sakhi for South Asian Women exists to represent the South Asian diaspora in a survivor-led movement for gender-justice and to honor the collective and inherent power of all survivors of violence. Sakhi is committed to serving survivors through a combination of efforts including—but not limited to—direct services, advocacy and organizing, technical assistance, and community outreach.

At Sakhi we offer a unique work environment that is collaborative, fun, and committed to social justice.

Position Responsibilities

The Finance & Operations Associate will assist in managing the financial and administrative functions in the Finance Department. These functions include accounts payable (AP), accounts receivable (AR), budget and grant management, year-end audit, human resources (HR) functions and some office management. This is a full-time position and will report directly to the Director of Finance & Operations.

Principal Duties

Financial Management

- Manage the Accounts Payable process
 - Record all vendor invoices in the accounting system in a timely manner.
 - Generate Accounts Payable Aging reports and submit weekly to the Director of Finance for approval; then make payments accordingly
 - Review vendor statements and answer any vendor inquiries
 - Maintain W-9 documentation for independent contractors
 - Review employee credit card activity, reconcile to monthly statements, and record activity into accounting system

- Manage the Accounts Receivable process
 - Record all deposits (checks) into the accounting system accurately and in a timely manner, and file copies of receipts
 - Ensure Accounts Receivable report is updated and manage collection of aging items
- Month-end process
 - Assist outsourced Controller with the month end closing process to ensure books are closed by the 15th of the following month
 - Assist in updating revenue and expense forecast following month end close
- Financial Processes
 - Assist in the development and implementation of best in class financial processes and internal controls

Budget/Grant Management

- Assist with the annual budget preparation process
- Manage inventory (technology assets, metrocards etc.)
- Assist in grants administration i.e. the preparation of grant reports or reimbursement requests for grant awards
- Enter and update staff allocations in Sakhi's budgeting system to ensure the accuracy of operating budget and forecast scenarios
- Produce budget versus actual financial reports for grants as needed

Audit Support

- Assist with vendor and cash receipts files and supporting documentation during annual financial statement audits
- Assist with the annual audit process

HR Support

- Prepare Payroll for review and approval, submit updates to payroll processing company such as salary changes and other pertinent HR info
- Assist in the management of the support programs (commuter benefits, FSA, benefit updates and yearly enrollment)
- Manage timekeeping system (vacation, sick days etc)
- Assist with staff on-boarding and off-boarding
- Post job vacancies & organize resumes for review

Office Management

- Assist with the document retention policy (yearly purges)
- Manage all yearly subscriptions for the organization
- Assist all office needs - i.e ordering office supplies etc.

Qualifications

- A bachelor's degree in accounting, or business administration supplemented by courses in accounting
- Minimum of two years bookkeeping/financial management experience including accounts payable, accounts receivable, and maintenance of various supporting schedules
- Experience in developing and managing organizational and grant budgets, including experience tracking of indirect cost rates on grants
- Detailed knowledge of and experience working with QuickBooks accounting software
- Demonstrated proficiency in Microsoft Excel and Google Sheets
- Ability to work effectively as part of a small office team
- Detail-oriented, with excellent organizational skills
- Keen analytical and problem-solving skills
- Desired - knowledge of nonprofit expense tracking and payment processing and, with training, an awareness of how these practices affect variance analysis and budgeting
- Must be able to work in the NYC office 1-2 days a week (post COVID)

Application Information

Applications accepted on a rolling basis. To apply, email your cover letter and resume to hr@sakhi.org with subject "Finance & Operations Applicant"