

Nonprofit Financial Controller

About the position

We are seeking a part-time (.60 FTE) Nonprofit Financial Controller (one-year term) with the potential for full-time and a permanent position as the organization grows. Interviews to start immediately with strong top candidates that meet and/or exceed the basic skills and qualifications.

The financial controller will be responsible for the overall day-to-day financial management activities with League of Education Voters, League of Education Voters Foundation, and the LEV Political Action Committee (PAC). The position will work directly with the Operations and Financial Administration team, and be a support to the CEO and Board of Directors. The Director of Operations supervises the position, and the position may occasionally supervise interns and/or volunteers, temporary interim staff, and as needed, but otherwise will have no direct reports.

Position responsibilities

- Works closely with the Operations and Financial Administration team to include the CEO and the Director of Operations, Operations/Office Manager, and with the Senior Management Team to ensure financial accounting to support a healthy operations
- Performs day to day bookkeeping in accordance with generally-accepted accounting principles
- Analyzes and prepare financial statements, including profit-and-loss statements, balance sheets, cash flow statements and statements of financial position
- Prepares and presents financial analysis to support business decisions
- Performs ad hoc reporting and analysis and investigative issues related to the Audit and Taxes and other financial matters, and work closely with the CPA vendor
- Prepares documents for internal and external audits
- Updates all information in the database and spreadsheet to coordinate the monthly closing
- Assists in preparing monthly payroll activities reconciliation reports and updates to financial systems
- Performs profitability and loss reports, and assist with the preparation of regulatory reports in compliance with regulations and instructions
- Assists with budgeting, including for nonprofit grants and monitor project budgets with project leaders, and ensure that projects are managed in compliance with funding guidelines
- Produces invoices, and maintain accounts receivable, Control inbound streams of money, bill payments and accounts payable
- Works closely with the Operations and Finance Administration team to update, manage, and develop new ideas, processes, policies and practices for more efficient and smoother operations



Qualifications

- Bachelor's degree in accounting, finance, or equivalent direct professional experience
- 2 to 3 years of experience in bookkeeping and preparing financial statements
- Strong knowledge of US GAAP
- Excellent verbal and written communication skills
- Flexibility to accomplish tasks as needed
- Ability to work under pressure and intensive deadlines
- Ability to analyze and solve problems
- Ability to interact with colleagues at all levels throughout the company
- Ability to perform highly detailed work on multiple, concurrent tasks
- Ability to work in a self-directed manner
- Strong Microsoft Excel, Word, and PowerPoint skills
- Intermediate experience with QuickBooks, working independently

Salary: \$40,000.00 to \$45,000.00 /year (.60 FTE or 24 hours per week)

Benefits:

- Medical, Dental and Vision insurance
- Retirement plan
- Paid time off
- Bus transportation and cell phone allowance
- Professional development and team building

Experience:

- Accounting: 1 year (Required), at least more recent years of experience preferred
- Bookkeeping: 1 year (Required), at least more recent years of experience preferred
- QuickBooks: Advanced Skills (Preferred), at least more recent years of experience required

Work authorization:

- United States (Required)

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- A "Fair Chance" job



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- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A job for which all ages, including older job seekers, are encouraged to apply
- A job for which people with disabilities are encouraged to apply

About League of Education Voters

League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at www.educationvoters.org

Our Next Chapter:

LEV is committed to a reimaged education system that meets the needs of every student—addressing systemic barriers to student engagement, achievement, and access to a high-quality education. As an education thought leader, innovator, and collaborator, we will expand our community-engaged advocacy by developing community-informed, targeted policy solutions to benefit students impacted by racism, poverty, disability discrimination, and other forms of oppression.

To apply:

Send work related cover letter and resume via e-mail, or mail:

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League of Education Voters is an Equal Opportunity Employer.