

## Finance and Accounting Associate (.5 FTE / 20 hrs per week)

### WHO WE ARE

Verified Voting's mission is to strengthen democracy for all voters by promoting the responsible use of technology in elections – and our advocacy and public education efforts are more important than ever. Founded by computer scientists in 2004, our team, Board of Directors and Board of Advisors have been leading experts on relevant issues in election technology. Their collected technical knowledge has been foundational in understanding where vulnerabilities lie and in promoting policies and best practices that mitigate risks. We work with election officials, policymakers, and democracy defenders across party lines to help voters vote and to promote justified public confidence in elections.

### OVERVIEW

Verified Voting ([www.verifiedvoting.org](http://www.verifiedvoting.org)) seeks a Finance and Accounting Associate (FAA) to strengthen its infrastructure team and processes, and support the team leads in their tracking and reporting efforts. This position is 20 hours per week (.5 FTE), reports to the Managing Director (MD), and will be a key member of our team, partnering with all team leads and the executive leadership.

The ideal candidate for this role is someone who has at least two years of finance and accounting experience, takes a roll-up-your-sleeves approach to work, and enjoys managing multiple priorities at the same time. As our Finance and Accounting Associate, you will review and process donations, invoices and reimbursement requests, aid in the monthly closing process, budgeting and end of year reporting, and generally ensure that the financial operations are running smoothly. You work collaboratively across teams and departments, and keep a keen eye on where financial processes and controls can be enhanced and optimized. You are organized and detail oriented, can work autonomously with little direction and a fair amount of ambiguity, but also know when to ask for help or clarification. Experience with non-profit finance and accounting is a plus.

We are a fully remote organization — the only requirements are that you are eligible to work in the US, that your location is in the US, and that you have a workspace that allows you to complete the demands of the position. Verified Voting's official operating hours are 9am-5pm Eastern Time, but we work together to accommodate team members' various time zones, circumstances, and work styles.

### Responsibilities

*The MD and FAA will closely collaborate to weekly prioritize the following responsibilities, in order to ensure that they can be completed within working hours.*

#### Finance

##### **Financial reporting, tracking, and reconciliation (20%)**

- Support the MD with grant spending tracking and preparation of financial grant reports

- Support MD and bookkeeper in end-of-month closing and reporting
- Review credit card expense reports
- Conduct monthly donation reconciliation with the development team

#### **Audit & Tax support, budgeting (10%)**

- Support the MD, bookkeeper and auditor with preparation and gathering of necessary materials for the the annual financial audit, the 990s, and state tax reports
- Support MD and team leads with the annual budgeting process

#### **General (5%)**

- Serve as point person for finance-related tasks and questions from the development team and other team leads, under the direction of the MD.
- Tackle ad-hoc finance tasks and inquiries as they arise, under the supervision of the MD.
- Support MD in the standardization and improvement of existing processes, identification of business process efficiencies, and implementation of best practices.

### **Accounting/payroll**

#### **Accounts Payable processing (25%)**

- Manage our Accounts Payable (AP) - process ACH and bill pay payments in collaboration with the bookkeeper and under supervision of the MD
- Communicate with vendors and other partners around issues for accounts payable; maintaining list of recurring expenses and contracts
- Support MD and bookkeeper in issuing 1099s on a yearly basis

#### **Accounts Receivable and revenue processing (25%)**

- Manage our Accounts Receivable (AR) - record donations, grants, pledges, and other payments, deposit physical checks

#### **Payroll and time tracking (10%)**

- Support MD and bookkeeper with preparation of semi-monthly payroll
- Support MD with the collection and processing of monthly timesheets

#### **Compliance (5%)**

- Support MD with annual 403(b) retirement and Workers' Compensation audits
- Support MD in ensuring compliance with GAAP, organizational policies, and federal/state tax requirements

### **Experience and skills required**

- At least two years of experience in accounting/finance work
- Knowledge of accounting procedures and principles
- Familiarity with accounting and finance software (Quickbooks Online experience a plus)
- Familiarity with payroll software (ADP online or other)
- Familiarity with Google Drive (including Google Docs, Google sheets) and tools such as Zoom, Slack, Asana, ClickTime

- Attention to detail, accuracy and analytical strengths
- Flexibility, and the ability to work independently and prioritize and balance a diverse set of responsibilities
- Ability to function and collaborate effectively in a remote work environment
- Experience with non-profit finance and accounting is a plus!

### **Compensation**

The salary range for this .5 FTE position is \$42,000-\$47,000 annually, commensurate with experience.

### **Benefits**

- **Flexible and supportive work environment.** We trust in each other's commitment to getting the work done well, and as such, we have a culture that values flexibility in our team member's schedules. We also strongly value holistically supporting each other. We are therefore encouraged to take exercise breaks during the work day, to attend our child's swim class, and to handle whatever life may require in a typical workday.
- **Generous PTO.** All team members have 3 weeks of paid vacation leave, 2 weeks sick/medical leave, 11 paid company holidays off, plus additional flexible PTO with manager approval. We also close the office the week between Christmas and New Year's and close our office early on Fridays.
- **Comprehensive medical and dental/vision insurance, Life and LTD insurance.**
- **Home office reimbursement** to help cover the cost of high speed internet and more.
- **Other benefits include:** three months of paid parental leave and the option to participate in a 403(b) retirement plan, with employer match after two months of tenure.

Eligibility for some of these benefits depends on the length of your tenure. Some benefits are prorated for part time positions. A background check and reference check is part of this hiring process.

To apply, please use the [application form](#) that can also be found on our website: <https://verifiedvoting.org/about/careers/>. To ensure our application review process reflects our commitment to diversity, equity, and inclusion, we employ a blind review process. As such, please carefully review and follow the directions on how to anonymize your application. **If the application instructions are not followed, your application may not be reviewed.**

*Verified Voting is an equal opportunity employer. We value diverse perspectives because we have seen this drive more effective solutions. We strongly encourage people from diverse backgrounds to apply.*