



POSITION ANNOUNCEMENT

Accounting and Operations Manager

Title: Accounting and Operations Manager
Position: Exempt
Schedule: Full-time
Team: Operations
Position Reports to: Director of Finance & Administration

About Thousand Currents: Since its founding by a group of volunteers 35 years ago, Thousand Currents (formerly IDEX) has invested in more than 750 community-led initiatives in the Global South. Today, through our grantmaking, and philanthropic and collaborative partnerships we are exchanging grassroots brilliance for lasting and transformative change. We are proud to support and partner with organizations that together are working with over 2 million people enabling farmers to be sustainable agricultural innovators, helping families build income, equipping community members to fight against human-made climate threats, empowering women, youth and indigenous people as leaders, and more.

Thousand Currents is proud to have experienced significant growth in recent years. Now, with a staff of 20 and a budget of nearly \$5 million, our work is deeper and broader, and we are channeling more resources to our grassroots partners than ever before. We are excited to be recruiting for a new position to help us ensure we maintain strong financial and operational management processes as we manage our recent and anticipated growth.

Position Summary: Over the years, our financial and accounting needs have become more complex with the expansion in grantmaking, fiscal sponsorships, the Buen Vivir Fund, the collaborative CLIMA Fund which is housed at Thousand Currents, along with various other restricted funding collaboratives. In addition, our staff structure has become more virtual. The Accounting and Operations Manager will play an integral role on our team, helping us maintain the fiscal integrity and financial compliance of the organization, while supporting the operational aspects of risk management and staff administration. Specifically, the Accounting and Operations Manager will ensure we meet our growing needs as a virtual organization with increasingly complex finances.

Joining a team of staff, board and partners who are intent on building a global community rooted in love imagination and joy, the Accounting and Operations Manager will bring to this work a commitment to human rights and social justice values and to ensuring that Thousand Currents' operations and our engagement with donors and partners are impeccable and aligned with our vision and values as well as with the [Association of Fundraising Professionals Code of Ethics](#).

Essential Functions: Working under the supervision of the Director of Finance and Administration, the Accounting and Operations (A&O) Manager will interact with all staff in connection with financial transactions and operational support. The primary, though not exclusive, areas of focus for this new position are anticipated to be:

- 1. Provide accounting support for the Director of Finance & Administration (60% time)**

The Accounting & Operations Manager will carry out a broad range of accounting tasks that facilitate the Director of Finance & Administration's ability to lead the financial aspects of the organization, will work in partnership with our Data Systems and Accounting Manager and contract bookkeeper. Their responsibilities will include, but are not limited to:

Finance and Accounting

- Manage Thousand Currents' Accounting function to ensure complete, accurately-coded, GAAP-compliant data in Quickbooks
- Implement and maintain close procedures in order to generate timely monthly, quarterly and annual financial reporting and analysis
- Finalize approved grant award payments, oversee international wires and along with the Data Systems and Accounting Manager, troubleshoot problems;
- Project manage the annual audit process
- Ensure timely and accurate payroll processing and required government reporting by interfacing with Professional Employer Organization (PEO)
- Maintain responsive relationships with banks, auditors and PEO
- Fulfill role in segregation of duties to maintain cash receipts and accounts receivable within the finance team
- Maintain staff credit cards, including coordinating with staff to facilitate and monitor receipt collection, and account coding;
- Provide accounting support for fiscal projects and initiatives including the Buen Vivir Fund, CLIMA Fund, and fiscally sponsored projects.
- Effectively communicate and present the critical financial matters to the Director of Finance & Administration

Systems and process maintenance, reporting and overall support

- Assist the Director of Finance & Administration and bookkeeper with monthly and year-end closing, the annual audit, 990 preparation
- Assist the Director of Finance & Administration with producing financial reports, budgets, and cash flow statements and support staff by creating standard, recurring and special financial reports as needed;
- Assist the Director of Finance & Administration in documenting financial procedures and policies, and maintain and organize digital files;
- Act as back up for other finance and admin staff if needed during vacation, illness and other absences.

2. Operations, Administrative Support and Risk Management (30% time)

- Provide support with health and retirement benefits administration, including annual open enrollment
- Create record retention guidelines and manage organization of both electronic and hardcopy files
- Maintain all insurance policies, including Directors & Officers, General Liability Workers' Compensation and warranties on equipment; identify new insurance needs; research and identify best providers for Thousand Currents' insurance needs
- Act as liaison with insurance vendors and other as needed, obtain insurance certificates when requested by staff
- Maintain responsive relationship with property management companies, ensure effective application of terms of lease
- Lead the development and implementation of practices that ensure the safety of all Thousand Currents staff, visitors and property
- Manage, monitor and maintain office systems and calendars across all of Thousand Currents' offices

under the guidance of the Director of Finance and Administration

- Coordinate with vendors for office equipment and oversee all office equipment (e.g. postage meter, photocopier, printers) maintenance, repair and acquisition
- Order and organize office and event supplies and storage runs
- Any other duties as assigned by Director of Finance and Administration to support all finance and administrative functions.

3. Participate with other staff in learning, cross-program partnership and administrative efficiency (10% time)

Along with all other staff, this position contributes to Thousand Current's culture of entrepreneurship, teamwork and continuous learning and does what it takes to ensure that our staff collaborate and support each other within and across programs and excel in an environment where every member pitches in as needed for organization-wide projects and takes care of their own basic administrative needs.

Skills and qualifications: our ideal candidate will be a well-organized, self-motivated person who is:

- **Passionate** about Thousand Currents' mission and values, with a strong commitment to social justice and equity and experience and with the ability.
- **Tech savvy** and comfortable developing financial and administrative systems to accommodate a virtual work environment. Proficiency and experience with Quickbooks, Salesforce, bill.com, and other cloud based financial applications highly preferred.
- **A financial whiz** who is comfortable with numbers, familiar with accounting principles, and ideally with prior relevant work experience in financial management and/or bookkeeping,
- **A great administrator** with a minimum of three years of work history in an administrative role – preferably in a nonprofit – and a high degree of proficiency in the Microsoft Office suite of programs;
- **A stickler for details and customer service** with superb attention to detail, commitment to maintaining internal controls, and determination to provide colleagues and donors with responsive and accurate service;
- **A team player** with solid teamwork skills and the ability to work as part of a racially and culturally diverse team;
- **Resourceful and creative** with a can-do attitude, a sense of humor, and the ability to work successfully and independently in a fast-paced nonprofit with staff some of whom will be working alongside and some virtually in locations across the U.S. and internationally.

While at least an undergraduate degree in a relevant field would be very helpful, it is not required when candidates can demonstrate significant evidence of equivalent experience and training.

Compensation and how to apply: This is a full-time salaried position based in our east bay office. Your schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours. Exact salary will be determined upon hiring, depending on experience, in the range of \$60-\$64K with a generous benefits package that includes full coverage group health insurance (medical, dental, vision), 401K plan with socially responsible investment options, and Health Reimbursement account.

Applicants should submit a cover letter that outlines their interest in, and relevant experience for, this specific position and a current resume. These should be submitted to jobs@thousandcurrents.org with the subject "**A&O Manager**" no later than **April 30, 2019**.

PHYSICAL REQUIREMENTS: The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents' staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL EMPLOYMENT OPPORTUNITY: Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.