

# Thousand Currents

## JOB DESCRIPTION

<b>Title:</b>	Accounting Manager
<b>Location:</b>	Remote, Flexible within the United States
<b>Position:</b>	Full-time, Exempt
<b>Position Reports:</b>	Director of Finance and Administration
<b>Compensation:</b>	\$70,000 - \$75,000

## THE OPPORTUNITY

Thousand Currents is thrilled to launch the search for an accounting manager to join our team. We are a dynamic, values-based global organization of twenty-two staff, in the midst of a period of significant growth in a rapidly evolving environment. After several years of sustained growth, we are seeking an experienced accounting professional to join our Finance & Administration team.

We are looking to augment our capacity with the expertise of a professional with demonstrated organizational leadership and experience in non-profit financial management and reporting.

The ideal candidate is creative, detail-oriented and is energized by both independent work and developing systems to meet the needs of a growing team and organization.

We take great pride in being the kind of finance and administration team that works to embody our organizational values - courage, humility, creative collaboration, experimentation and interdependence - in every aspect of our work and interactions with our colleagues and grantee partners.

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## ABOUT THOUSAND CURRENTS

For nearly 35 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by – large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are **courage, humility, creative collaboration, experimentation, and interdependence**. These

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values have allowed us to create new -- respectful -- models of partnership and collaboration.

## POSITION OVERVIEW

The Accounting Manager will develop and implement financial operations, systems, policies and practices to ensure that Thousand Currents can manage and adapt during a period of rapid growth and change, with evolving programs and new initiatives, partnerships and revenue streams. Under the direction of the Director of Finance and Administration, the Accounting Manager provides management, technical expertise, practical knowledge, strategic thinking and problem-solving skills to the finance and administration functions.

The Accounting Manager ensures that our finance and administration functions reflect Thousand Currents values as much as our programs do, with a focus on transparency related to all financial matters, engagement of all staff in understanding Thousand Currents' finances. They will be comfortable and thrive working in a virtual environment and skilled using multiple forms of online financial, communications and operational applications. The Accounting Manager brings a commitment to human rights and social justice values and to ensuring that Thousand Currents' communications with donors and other stakeholders is consistent with our [Organization's Values](#), [Fundraising Vision](#) and with the [Association of Fundraising Professionals Code of Ethics](#).

## KEY ROLES AND FUNCTIONS:

1. Financial Management (60%)
  - Manage day-to-day financial operations, including A/P, A/R, cash flow, investments, monthly, quarterly, and annual close of accounting and maintenance of financial records. Develop and maintain effective tools to achieve these ends efficiently and accurately

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- Develop and maintain effective financial/accounting policies, processes, internal controls, revenue recognition methods and balance sheet analysis
- Monitor basic financial controls: cash, credit cards, expense reports, invoice payment, deposits, etc.
- Approve grant award payments, executing international wires and along with the Accounting Coordinator, troubleshoot problems
- Manage and track incoming ACH and wire transfers
- Manage timely upload of credit card transaction data, and along with Accounting Coordinator, synchronize with monthly close
- Manage checks received via virtual mailbox, along with Accounting Coordinator and bookkeeper, procure deposit and schedule regular deposits.
- Prepare audit work papers and schedules and manage work flow, along with other members of the Finance Team
- Process employee 401K contributions, track Wellness and Work from Home Reimbursements
- Look for cost-reduction opportunities
- Ensure Thousand Currents meets all statutory and compliance obligations, including statutory accounting and tax issues, in accordance with non-profit GAAP principles
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Work with the Philanthropic Partnership team to ensure effective revenue pipeline and reconciliation between accounting software and donor database.
- Provide accounting support for fiscal projects and initiatives including the Buen Vivir Fund, CLIMA Fund, and fiscally sponsored projects
- Act as back up for other finance and admin staff if needed during vacation, illness and other absences.

## 2. Financial Reporting (30%)

- Provide regular financial statements and analysis to appropriate teams and the Director of Finance and Administration as necessary.

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- Ensure all annual, quarterly, and periodic national, state and local filings are completed—ie, annual tax filings, quarterly worker's compensation and unemployment insurance filings, tax exemption filings nonprofit and fundraising registrations, etc.
- Ensure effective financial reporting to funders and donors in collaboration with development team
- Develop systems to share information between Finance and Philanthropic Partnership staff to ensure that all grants, donations, and earned revenue projects (ie. Academy) are properly administered
- Collaborate with Director of Finance & Administration to act as financial translator, presenting budget vs actual reports and the audit into language the staff can understand and use to make well informed programmatic decisions.

### 3. Participate in organization-wide learning, cross-program partnership and administrative effectiveness (10%)

Along with all other staff, this position contributes to Thousand Currents' culture of service, entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Thousand Currents' staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions.
- Pitching in when needed for organization-wide activities, such as the Academy, annual events, fundraising drives, partner visits, other special projects that build community.
- Managing our own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

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## **QUALIFICATIONS AND EXPERIENCE:**

- A. Demonstrated lived and professional alignment with Thousand Currents' values and mission, including a strong commitment to racial, gender, class, social and/or environmental justice and equity. Commitment to our mission will be demonstrated through previous relevant work in comparable organizations or settings. Experience with Thousand Currents' issue areas and grassroots movements in the Global South a plus.
- B. Eight or more years of relevant, comparable professional experience including a track record of attention to detail and strong organizational skills.
- C. Proven success with effective development and implementation of responsive financial management and planning systems.
- D. Demonstrated experience working independently and collaboratively across functions and teams in a primarily virtual environment.
- E. Impeccable oral and written English language skills.
- F. Outstanding interpersonal, project management, and systems thinking skills.
- G. Bachelor's Degree or equivalent experience - required; Proficiency with Quickbooks online, bill.com, Expensify, Salesforce, Excel, Slack, and Asana or similar platforms is welcome.
- H. Maintains confidentiality with respect to internal financial, donor and organizational information.
- I. Desire to grow within the organization's Finance & Accounting team.

Note: Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic and may shift. This description reflects the assignment of essential functions, but does not prescribe or restrict the tasks that may be assigned.

## **COMPENSATION, BENEFITS AND EXPERIENCE:**

This is a full-time, exempt, salaried position. The salary range is \$70,000 to \$75,000. Exact salary will be determined based on the successful candidate's experience. Benefits include 100% employer paid health insurance premiums, including family coverage, a wellness reimbursement account, work from home

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reimbursement, LTD and STD insurance, AD&D and Life Insurance, 401K retirement account, sick and vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional, personal, and leadership development.

Once we are able to resume travel, the successful candidate must have the capacity and willingness to undertake occasional travel.

## HOW TO APPLY:

Please submit a substantive letter of interest indicating how this opportunity fits into your career path and resume to [accountingmanager@thousandcurrents.org](mailto:accountingmanager@thousandcurrents.org) with "Accounting Manager" in the subject line by **Friday, November 26, 2021**. Early applications are welcome and encouraged. Due to the volume of applications, we will only contact applicants who are moving to the interview rounds for writing samples and additional information.

## EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We 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.