



MenEngage Alliance

working with men and boys for gender equality

MenEngage Global Alliance is looking for a Finance & Operations Assistant

Overview

The MenEngage Alliance Global Secretariat seeks a part-time Finance & Operations Assistant to work in its Washington DC office.

About MenEngage Alliance

MenEngage Alliance is a global civil society network working to transform violent masculinities and engage men and boys to advance women's rights and gender justice for all. The Alliance consists of more than 700 member organizations across 70 countries, working together through established country and regional networks. The Alliance plays a pivotal role in shaping the international agenda on work with men and boys from a feminist perspective, particularly in the areas of gender-based violence prevention, advancing sexual and reproductive health and rights (SRHR) for all, redistributing unpaid care-work, and advancing peace and security. The MenEngage Alliance Global Secretariat runs the daily operations of the Alliance.

About the Position

As the Finance & Operations Assistant, you will be responsible for a range of bookkeeping & office management responsibilities as well as providing support on finance and budget management. Coding and recording relevant financial transactions will be part of your daily responsibilities, and you will oversee the maintenance and reconciliation of bank accounts. You will also be responsible for maintaining ledgers and contributing to the regular financial reporting as well as budgeting/forecasting functions and audit related tasks. Furthermore, you will have HR related responsibilities including bi-weekly payroll, taxes, retirement plan and benefits administration, and onboarding procedures. You will assist with tracking and processing of contracts for consultants and sub-grants, and provide assistance with some general administrative and office management tasks.

Responsibilities

Basic Finance Responsibilities (A/P and A/R), including:

- Review and prepare vendor invoices for data entry and payment.
- Analyze and reconcile employee expense reports and process for payment.
- Review and reconcile credit card statements and bank statements.
- Prepare and track organizational, program and project budgets.
- Prepare monthly, quarterly and annual reports and analyses.
- Maintain and organize correspondence with vendors, contractors, partners and donors.
- Coordination with payroll service, benefits administration & coordination of new hire orientation.
- Gathering and organizing receipts for reimbursement and audit.
- Tracking and processing of contracts for consultants and sub-grants.
- Management of time sheets and ongoing project staffing timesheet guidance.
- General office and staff administration and all necessary follow-up (registration, payroll, benefits, taxes, etc).
- Formulate and administer procedures and operating policies for area of responsibility.

Related tasks that can be assigned as needed:

- Basic IT troubleshooting and coordination with IT consultant.
- Assist in event planning and event logistics.
- Executive support, completing a broad variety of administrative tasks for the Global Secretariat team including managing an extremely active event calendar and coordinating & arranging complex and detailed travel plans.
- Other duties and assistance to team members, as assigned by the manager.

Qualifications

Required Qualifications

- a) Undergraduate degree in accounting or equivalent
- b) 2-3 years of experience in non-profit accounting and/or non-profit office management
- c) Proficient in Microsoft Office (Excel, Word, Power Point and Outlook) and Adobe Acrobat
- d) Experience with Accounting Software (QuickBooks, Bill.com)
- e) Excellent English writing and speaking skills
- f) Demonstrated ability to achieve set goals and meet deadlines in a fast paced environment
- g) Belief in women's rights and gender justice for all

Desirable Qualifications

- a) Interest in long-term professional development in one organization
- b) International exposure
- c) IT troubleshooting skills
- d) Second language skills – Spanish, Portuguese or French
- e) Knowledge of project tracking software

Terms and conditions

This is a **part-time position (20-24 hours per week) with an hourly rate of \$25-\$30 depending on experience and qualifications.** We are a small team of five staff, working **partially remotely**, with **flexibility in work-hours.** We are looking for someone who can make a **long-term commitment to the organization** with room for growth.

This position will report to Joni van de Sand, MenEngage Alliance Global Director. The position is based out of the offices of MenEngage Alliance Global Secretariat, located at WeWork Dupont Circle, 1875 Connecticut Avenue NW, Floor 10, Washington, D.C. 20009, USA.

Applications

Please submit a motivation letter, resume and the names and contact information of three references to joni@menengage.org with the subject "Finance & Operations Assistant" as soon as possible. Applications will be reviewed on a rolling basis; only applicants selected for interviews will be contacted.

MenEngage Global Alliance is an equal opportunity employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.