



Associate, Finance and Programs

Internationals Network's Mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative International High Schools, while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) on a national scale.

Our Work

Working closely with local education departments, schools, community based organizations, and partner organizations, Internationals Network designs and opens new high schools as well as provides professional development and technical assistance to educators serving the recently arrived immigrant English Language Learner high school students. Internationals Network works to sustain a strong national network of innovative public high schools to improve educational outcomes for recently arrived immigrant youth by building the capacity of educators who work with immigrant youth.

Position Summary

The Associate, Finance and Programs is responsible for working with Program managers to assist in the accurate preparation, tracking and recording of the department's financial transactions into the General Ledger. These transactions include, but are not limited to, tracking and invoicing for program services. The Associate is also responsible for tracking of contracts and other documents to assure they are complete and current. Keeping all departmental documents properly filed is also part of the position.

Qualifications:

- Bachelor's degree in accounting and/or finance
- Minimum 3 years of accounting experience in a not for profit setting
- Experience in other operational areas a plus

Responsibilities Include:

Finance and Operations:

- Work with program managers & DFO to assist in monitoring annual budget.
- Collaborate with the Finance and Operations Manager to manage the daily accounting operations: Key responsibilities include posting transactions to the general ledger, assisting with payroll, monthly bank reconciliations and monthly recurring journal entries and allocation of costs.
- Responsible for assisting in the monthly general ledger closing process, filing for invoices, contracts and W9s.
- Assist with timely preparation of 1099's and W-2's.
- Assist with preparation for annual certified audit.
- Work with DFO and Manager to ensure ongoing maintenance and improvements of all financial and operational systems.
- Assist with special projects as needed.

Programs:

- Support Senior Director of Programs in administration of Internationals program by assisting with program tracking and financial record keeping



- Support program team staff to ensure timely submission of all invoices in accordance with client contracts
- Support program staff in preparation of consultant contracts and invoicing
- Prepare data reports on program activities as required by program staff
- Support program directors to prepare materials for workshops and other events Assist with special projects as needed

Knowledge, Skills, and Abilities

- Requires an in depth knowledge of fund accounting and internal controls.
- Advanced proficiency with accounting software. Knowledge of Fund EZ accounting software required.
- Proficient in Microsoft Excel and Word.
- Possess excellent written and oral interpersonal communication, team building and conflict resolution skills
- Must be detail-oriented and able to manage competing priorities
- A good sense of humor, a committed work ethic and the desire to work in a fast-paced organization serving multiple constituents.

Interested candidates should submit a cover letter and resume via email to resume@internationalsnetwork.org NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at www.internationalsnps.org.