



## Finance Coordinator

**REPORTS TO:** Executive Director    **SUPERVISES:** None    **Status:** Exempt, Part-time

The Modern Military Association of America is the nation's largest nonprofit organization dedicated to advancing fairness and equality for the LGBTQ+ military and veteran community. Through education, advocacy, and support, we are making a real difference in the lives of LGBTQ+ service members, military spouses, veterans, family members, survivors, and caregivers.

### Position Summary

The Finance Coordinator is responsible for a variety of financial tasks, including accounts payable, accounts receivable, and general ledger accounting.

### Essential Duties and Responsibilities

#### 1. Accounts Payable:

- Process vendor invoices and expense reports in a timely manner
- Verify and code invoices for accurate accounting
- Prepare and process payments to vendors
- Reconcile vendor statements and resolve discrepancies

#### 2. Accounts Receivable:

- Generate and send invoices to clients
- Track and monitor outstanding invoices
- Collect payments from clients and apply them to the appropriate accounts
- Resolve billing inquiries

#### 3. Bookkeeping and General Ledger:

- Maintain accurate and up-to-date financial records
- Prepare bank reconciliations
- Reconcile transactions
- Manage month-end and year-end close processes
- Prepare journal entries and reconcile general ledger accounts
- Manage financial reporting and analysis
- Ensure the auditor has the information necessary to complete the 990 and audit procedures

#### 4. Payroll Management:

- Process payroll accurately and timely
- Ensure the payroll system is calculating taxes, deductions, and other payroll-related items
- Ensure the payroll system adequately prepares and submits payroll tax filings

#### 5. Other Duties:

- Assist with special projects and ad-hoc requests

### Ideal Qualifications

Ideal candidates will be detail-oriented, organized, self-starters, team players, and able to produce high quality work in a fast-paced environment under tight deadlines. Candidates should have:

- 2+ years of experience working with nonprofit accounting systems



- A degree in a relevant field (e.g., accounting, finance, etc.) OR a comparable number of years of experience.
- Strong understanding of nonprofit accounting principles and practices.
- Excellent organizational and time management skills.
- Attention to detail and accuracy.
- Preference given to those with a knowledge of federal grant regulations and financial compliance requirements.

Proficiency in the following software is required: Quickbooks, Google Suite: Word, PowerPoint, Excel, Google Drive, Outlook, and Zoom.

### **Compensation**

This is a part-time position (20 hours a week) with a maximum annual payrate of \$40,000. Benefits include: a monthly healthcare stipend, work from home stipend, and vacation.

### **Equal Opportunity Employer**

It is Modern Military policy to select the best-qualified person for each paid or volunteer position. Modern Military utilizes a DEI approach to ensure that there are a wide variety of diverse applicants from protected groups and other nondominant identity traits. This applies to hiring, developing, and promoting individuals within the organization.

In all employment-related matters, Modern Military prohibits discrimination based on an individual's gender, race, color, sexual orientation, gender identity, religion, national origin, age, disability, veteran status, complaint of discrimination or harassment, participation in any investigation or other proceeding relating to a complaint of discrimination or harassment, or any other legally protected status.

Modern Military is committed to complying fully with the Americans with Disabilities Act (ADA), state, and local disability laws to ensure equal opportunity in employment, service delivery, programs, and activities for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

### **To apply**

Interested candidates should send a resume and a one-page cover letter (why you want to work with Modern Military and how your past experiences have provided you the skills to succeed in this role). **Please put Finance Coordinator in the subject line and email to [info@modernmilitary.org](mailto:info@modernmilitary.org)**. Applications will be reviewed on a rolling basis.