

Job Title: Finance Associate
Department: Finance and Administration
FLSA: Non-Exempt
Reports To: Director of Finance and Administration
Location: Baltimore
Revision Date: December 2021



Who We Are: Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.

General Summary: Reporting to the Director of Finance and Administration, the Finance Associate will be a key member of the Finance and Administration team and will support staff across the organization. The Finance Associate is responsible for JVC's day-to-day financial processes, including accounts payable and accounts receivable. The Finance Associate will coordinate with all staff members, volunteers, and external vendors, ensuring JVC's financial operations run smoothly while providing a high standard of customer service. Throughout this work, the Finance Associate promotes JVC's core values—social justice, simple lifestyle, community, and spirituality.

Principal Duties and Responsibilities:

Accounts Payable:

- Manage and process 100+ monthly vendor and utility payments for JVC's volunteer communities and central office. Oversee vendor relationships and ensure on-time payment of all bills for consistent, interruption-free service.
- Process monthly rent payments for volunteer communities and the central office.

Accounts Receivable:

- Receive payments via check at the Baltimore office and perform remote bank deposits.
- Generate quarterly invoices for all agency partners and track receipt of payments. Monitor overdue payments and work with agencies when payment falls behind.

Monthly close and general ledger maintenance:

- Under the oversight of the Senior Accountant, oversee portions of the monthly close process and create journal entries when needed to maintain the general ledger in QuickBooks.
- Manage accounting schedules as needed under direction of Senior Accountant.

Staff and volunteer support:

- Provide finance guidance and support for all staff members and volunteers.
- Prepare annual finance training presentation for volunteers at each annual volunteer orientation.

Additional Duties and Responsibilities:

- Support volunteers with expense tracking and community budget management. Process and enter all monthly community credit card expenses.
- Manage community utility accounts, including account creation, changes, and closures. Address issues when they arise to ensure uninterrupted service.
- For JVC's community-based vehicles, monitor status of registration, inspection and necessary repairs, work with volunteers and area managers to maintain vehicle status.
- Assist Director of Finance and Administration, Human Resources Manager, and Senior Accountant with actions needed to comply with state and federal rules and regulations.
- Oversee special projects as assigned by department or organizational leadership.

Requirements:

- Minimum 1 year prior relevant experience
- Excellent organizational skills and a keen attention to detail
- Demonstrated ability to perform high-volume work reliably and accurately
- Strong Excel skills and proficiency with other Microsoft Office products
- Experience with QuickBooks helpful but not required
- Effective verbal and written communication skills
- Ability to work with professionalism and tact, handling sensitive information with confidentiality
- Commitment to advancing racial equity by engaging in dialogue and reflection to understand how individual, social and cultural racism manifests itself as well as the work we need to do individually and as an organization to be anti-racist.

Physical Requirements: To perform in this position successfully, an individual must be able to:

- Exert minimal physical effort with intermittent movement going from one place to another
- Withstand prolonged periods of sitting in meetings or at a desk working with a computer
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer screen.

Salary: \$42,000-\$50,000

To Apply: Send resume and cover letter with salary requirements to careers@jesuitvolunteers.org.

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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