



## *Position Announcement: Finance Manager – Part-time*

*Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.*

### Organizational Information

Open Arms was founded in 1997 by a small group of women from the community who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing women, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with a staff of 16 and a pool of 80 to 100 volunteer and contracted doulas serving over 200 women and their families annually. We support low-income pregnant people and families to help them establish strong and healthy foundations. Over 75% of Open Arms clients identify as people of color, and we are highly-regarded for providing culturally relevant and appropriate support. Today, Open Arms has an annual operating budget of over \$1.5 million through a combination of funding from public institutions, private foundations, as well as individual donors.

Open Arms recognizes that the earliest experiences impact brain development, and we work with families to give our next generation the best beginning. Multiculturalism, respect, and racial equity permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant women, babies and new parents, and providing resources to help transform those dreams into reality.

Ninety percent of the world's wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into poverty, whose mothers too often suffer from stress, social isolation, domestic violence, food insecurity and unstable housing in addition to insufficient health and parenting resources. In King County today, Native and African American infants are twice as likely to die within the first 28 days of life than white infants. Open Arms' services work to address and mitigate these risk factors, so that mothers and babies receive the best possible start and avoid poor outcomes that can have negative consequences possibly lasting a lifetime.

### Position Overview

**Title: Finance Manager**

**Reports to: Managing Director**

**Classification: Exempt, Part-time, 20 hours per week**

The ideal candidate has experience in nonprofit accounting and bookkeeping, is exceptionally organized, capable of managing and prioritizing multiple tasks and deadlines in a fast-paced environment, collaborative, and maintains a high level of attention to detail. The position requires strong interpersonal and communication skills, a high degree of integrity, and cultural versatility.

## Essential Functions

- Develop and maintain financial processes and documentation that allow the organization to make sound decisions
- Implement systems for processing, tracking, and reporting financial information in a timely manner
- Execute payroll, billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions
- Generate monthly financial statements in a timely manner in order to provide leaders with information needed to manage the organization effectively
- Ensure account reconciliations and journal entries are completed
- Prepare schedules for annual audit and 990 filing and assist with special projects
- Maintain all tax filings by calculating taxes owed, preparing returns, and ensuring compliance with payment, reporting or other tax requirements
- Communicate technical financial information effectively, orally and in writing, to stakeholders with a broad range of familiarity with financial terminology
- Ensure that the organization is in compliance with regulations by aligning with best practices, financial operations, chart of accounts values definition, budgeting, reporting, and internal controls
- Lead and assist with design, development, implementation, maintenance and modification of budget (including cash flow projections for multiple years)
- Analyze financial information and prepare dashboard for the management to discuss financial health of the organization
- Work with program staff to create financial statements for to meet the requirements of various grant reports
- Participate in professional development opportunities to enhance skills and knowledge around financial-related matters

## ***Skills & Qualifications***

- Three years or more of accounting experience in a nonprofit environment
- Bachelor's Degree in accounting or related field (or equivalent work experience)
- Proficiency in QuickBooks (Desktop and Online) and MS Excel
- Working knowledge of accounting principles, fund accounting, GAAP, nonprofit accounting, laws, tax codes, government regulations, and best practices
- Effectively manages time and projects, demonstrated by meeting or exceeding deadlines and sufficiently anticipating task duration
- Demonstrates self-direction by staying organized and following through on projects and tasks
- Actively learns on the job through exposure to new challenges, training opportunities, and learning from others
- Independently gathers information to perform financial analysis and explain complex concepts to unfamiliar audiences
- Aptitude for solving problems with creativity and resourcefulness
- Effective oral and written communication skills
- Demonstrated ability to pay attention to detail and maintain confidentiality
- Ability to work collaboratively with colleagues from diverse backgrounds
- Passion for and commitment to the mission of Open Arms
- Background check required

## **Mental and Physical Abilities**

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

### *Mental Abilities Required:*

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires decision making and problem analysis. The position occasionally requires creativity. Attention to detail also required. This position includes a high amount of desk work, sitting, filing, phone and computer screen time.

### *Physical Abilities Required:*

This position continuously requires feeling, sitting, hearing, and repetitive motion of the hands/wrists. There are times where the ability to lift or carry items heavier than 10lbs will arise, employment is not dependent on the applicants' ability to do this. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for travel to work. Working conditions include normal office work primarily based at our Seattle location.

## What We Offer

- Compensation: This is a 20 to 24-hour-per-week, exempt position at \$29,120 to \$35,000 annual salary (equivalent to approximately \$28 per hour).
- Benefits: health, vision, and disability insurance, a retirement plan, generous paid time off and paid holidays, and professional development opportunities
- Flexibility: Ability to set your own schedule within a M-F timeframe; remote work for some of the work week is possible; Open Arms has a family friendly work environment
- Commitment to diversity: Open Arms is an affirming, positive, diverse, work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

## Application Process

Send a resume and cover letter to [hr@openarmsps.org](mailto:hr@openarmsps.org) with "Finance Manager" in the subject line. Open until filled. *No phone calls or paper submissions please.*