

Finance and Admin Specialist

On The Rise, Inc. seeks a full-time Finance and Admin Specialist to begin immediately. The Finance and Admin Specialist is crucial to the financial health of the organization and will support positioning the organization's financial resources for maximum alignment with organizational goals. This position is responsible for ensuring effective financial management, accurate accounting records, compliance with financial regulations, and efficient financial operations. The services and impact of On The Rise are delivered through the efforts of 16 highly dedicated team members and the \$2.3 million annual operating budget is currently sourced through government grants (46%) and raised from private sources (54%).

Reporting to the Director of Finance and Operations, the Finance and Admin Specialist (FAS) is a member of a four-person Operations Team, along with the Resource Coordinator and Operations Coordinator. The Operations Team provides support across the organization and ensures that all areas of the organization have the financial resources, physical/tangible resources, space, and effective processes in place to accomplish their part of the mission.

Overview of On The Rise, Inc.

On The Rise, Inc. (OTR) is a dynamic Cambridge, MA-based non-profit founded in 1995 that serves women, trans, and non-binary people currently/formerly experiencing homelessness throughout the region. Our Safe Haven day program provides a space where participants can meet some of their tangible needs, such as taking a shower, receiving their mail, or doing laundry, as well as meet one-on-one with advocates to work on longer-term goals. The Keep The Keys program supports our participants as they transition into stable housing and the opportunities and challenges that presents. Our innovative approach supports our participants' initiative and core strengths to help them find safety and discover new possibilities. OTR is committed to social justice, dismantling oppression, and striving to be an anti-racist organization.

At On The Rise, the core of our work is building authentic, long-term relationships with program participants. Through these relationships we foster the trust and belonging that is foundational to people's feelings of agency, empowerment, and safety in community. Program participants display enormous strength and ingenuity in coping with challenges such as homelessness, domestic violence, mental illness, the after-effects of childhood abuse, involvement in the legal system, systemic oppression, and intergenerational trauma. We work to meet people where they are and follow their self-determined visions of success as they navigate structural barriers and challenges. We strive to create a low-threshold environment where people can bring their whole selves, while also holding each individual accountable to the community.

Hours, Activities, and Responsibilities

OTR's normal business hours are 8:00am–4:00pm on weekdays. The FAS is a full-time, exempt position, and is eligible for a hybrid work schedule.

The FAS is responsible for the day-to-day finance and administrative functions of On The Rise, and currently works with an external bookkeeping service and an external payroll service that support the financial operations. As such, this position has responsibility for matters relating to accounting and finance, human resources, and managing government contracts. However, each day at On The Rise looks different and the FAS will find themselves working directly with program participants, supporting administrative tasks in the Operations office, and more.

Specific Responsibilities

Financial

- Management of all accounting functions – accounts payable, accounts receivable, electronic banking, monthly reconciliations, close month-end book. Monitor budget, cash flow and internal financial controls.
- Manage, improve, and implement the financial policies, procedures, and controls in line with nonprofit and contract compliance requirements, and internal needs
- Coordinate internal deliverables with external bookkeeping service, to yield on-time financial reporting – monthly, quarterly, annually, to internal audiences (staff, board) and external audiences (funders, regulatory entities).
- Support the Development Team by producing program and organizational budgets and financial reports as needed for grant applications and reporting requirements.
- Perform government contract billing, expense tracking, and grant reporting. Support budget development for contract renewals and applications for funding.
- Annual audit and tax return preparation – preparing financial schedules, pulling transaction documentation
- Support DFO and senior management team in financial planning, forecasting, budgeting, systems development and improvement.
- Support and lead special projects as they arise

Administrative

● Human Resources

- Manage and process payroll, liaise with payroll service provider
- Support DFO in managing benefits, liaise with providers and broker
- Manage employee and intern recruitment in alignment with OTR's equitable hiring practices, applicant screening, and Hiring Review Committee processes
- Support effective and efficient onboarding and offboarding processes
- Support and lead special projects as they arise

● Tasks in partnership with Operations Team Members

- Like all OTR employees, the FAS will be flexible and open to "pitching in" as needed with other duties that arise in the course of a 16-employee organization's operations.
- Specifically, in partnership with Operations Team Members, the FAS will serve as a backup for the main phone line and other organizational and programmatic support tasks (facilities, mail, participant requests).

- Provide support to the Executive Director, Board of Directors, and Leadership Team as needed, such as scheduling and organizing meetings

Other:

- Like all OTR employees, the FAS is expected to strive to continuously increase skills and competence, e.g. taking advantage of opportunities for professional networking, continuing education and coaching.
- The core work of OTR's programs is relationship building and this extends to administrative roles like the FAS. Creating opportunities for authentic, mutual, bounded relationships is a key to the success of On The Rise, the Operations Team, and the Finance and Admin Specialist position. These relationships are the basis for long-term, broad-based support, and the Safe Haven is where those relationships begin.

Qualifications

- Commitment to On The Rise's mission and programmatic approach
- 3 - 5 years of related work experience, experience working in a non-profit organization is a plus
- Substantial business and accounting experience; significant accounting coursework, certificate, or degree
- Sophisticated understanding of day-to-day accounting processes, general ledger work, and detailed budget processes.
- Proficiency in Microsoft Office (Word, Excel) and QuickBooks required. High degree of comfort with technology and online applications needed (Google Workspace / PC environment)
- Ability to work as a member of a team while maintaining independent discipline
- Strong organizational skills and attention to detail; self-starter
- Ability to prioritize and self-manage multiple tasks and projects
- Ability to work in a busy, diverse environment, with openness to new learning and perspectives
- Sense of humor. Dynamic, engaging and creative.
- Some direct service experience or exposure to homeless/trauma a plus

Hiring Process, Salary, and Benefits:

- Applicants must submit a cover letter and resume to hr@ontherise.org.
- Finance and Admin Specialist Salary Range: \$60,000-\$70,000, commensurate with experience and qualifications. This is a full-time, salaried exempt position
- **Hiring Timeline:** Applications will be accepted until the position is filled. It is On The Rise's hope that the hired candidate begins work by mid- to late-June 2024.
- Generous benefits package including:
 - 75% employer sponsored health and dental coverage
 - Up to 5% retirement plan employer contribution
 - Annually 15 vacation days, 12 sick days, 12 paid holidays, and 2 personal days
 - 100% employer paid short-/long-term disability plans, life insurance, and paid family and medical leave benefits

On The Rise recognizes the importance and benefits of diversity in the workplace and the community. We are an AA/EOE, and we strongly encourage people who are bilingual/bicultural, people of color, people with disabilities, members of LGBTQ/T communities, trans, and non-binary people to apply.

OTR is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact hr@ontherise.org.