

MIJENTE - FINANCE MANAGER (C3/C4/PAC) JOB ANNOUNCEMENT



POSITION: Finance Manager
LOCATION: Remote (any state/location)
REPORTS TO: Finance and Operations Director
PAY SCALE: \$67,000-\$70,000
STATUS: Full-time, Exempt (Not subject to overtime)

ORGANIZATION

Mijente is a digital and grassroots hub for Latinx and Chicanx movement building and organizing. Launched in 2015, Mijente seeks to strengthen and increase the participation of Latinx people in the broader movements for racial, economic, climate, and gender justice. Mijente has since become a widely sought entry point and partner for Latinx people and communities across the United States, Puerto Rico, and internationally to study and train together, to organize and grow power against, without, and within the state, and to create the art, music, and space for healing that has transformed our network into a political home. As our organization grew in 2021, we are strengthening our organizing infrastructure and seeking individuals with a passion for movement-building and grassroots organizing. Mijente is part of a family of organizations: Mijente (501c4), Mijente Support Committee (501c3), Mijente PAC (political action committee).

POSITION SUMMARY

The Finance Manager works closely with the Finance and Operations Director to meet the organization's needs as it continues to grow and expands to take on additional efforts. Reporting to the Finance and Operations Director, the Finance Manager manages day-to-day bookkeeping (AP/AR), vendor management, and fiscal operations for our three entities (Mijente, Mijente Support Committee, and Mijente PAC) to guarantee seamless coordination, optimal support of programmatic activities, and best financial practices.

RESPONSIBILITIES

- Manage fiscal archives
- Manage the collection of needed financial documentation (reimbursements, credit cards, bank statements, receipts, W9s, etc.)
- Manage financial management software (JotForms, Expensify, QuickBooks, etc.)
- Completion of monthly intercompany reconciliations which may include the management of the organization's allocation of time
- Manage financial operations in conjunction with the bookkeeper and Finance and Operations Director (account payables, accounts receivables, monthly coding, Expensify, etc.)
- Manage relationships with vendors/contractors to include communication, contracts, invoices, and other documentation as needed
- Manage grant financial documentation
- With the Finance and Operations Director, complete the annual audit process
- With the Finance and Operations Director, create, ensure compliance, and distribute to the organization financial policies and procedures
- With the PAC compliance team, assist with compliance, protocols, and accurate reporting

- With the Operations Manager, assist in Tiendita's financial policy, procedures, and documentation
- Other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands described here are representative of an employee to successfully perform the essential functions of the job, including but not limited to: the ability to sit for prolonged periods, operate a computer and telephone, work effectively when working in isolation, work effectively as a part of a virtual team and concentrate on a variety of details when faced with interruptions and changing work priorities. Specific physical abilities include: the employee is regularly required to stand, walk, sit, and occasionally is required to lift and/or move up to 25 pounds.

REQUIREMENTS

- Three years plus of bookkeeping and/or clerical experience
- Two years plus of customer service experience
- Proficiency with word processing, spreadsheets, data entry, and financial software applications
- Strong philosophical alignment and commitment to Mijente's theory of change and organizing model to win systemic and institutional change; and, in the process, build the organization.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships
- Growth mindset: Humility and willingness to learn and grow; tendency to remain self-aware; ability to self-reflect and evaluate their own practice as well as our collective work; seek and implement feedback given, as well as provide feedback to fellow team members; set and hold high expectations for self and others.
- Effective time management skills, including prioritizing and managing multiple tasks
- Ability to travel as needed following government regulations;
- Contribute to a strong internal staff culture through camaraderie, collaboration, and leadership.
- Bilingual (Spanish-English) preferred.

TO APPLY

Applications are reviewed on a rolling basis until the position is filled. To apply please submit your resume along with a cover letter via email as promptly as possible to jobs@mijente.net **Please include in the subject line the position title.** We cannot respond to telephone or email inquiries.

This Position Will Remain Open Until Filled

COMPENSATION & BENEFITS

Salary is based on experience and location. We offer a competitive compensation and benefits package. This is a full-time exempt position with health, dental, and PTO benefits.

Mijente is an equal opportunity employer and makes employment decisions on the basis of qualifications. We make a particular effort to recruit people of color, women, LGBTQ, and working-class people. Mijente policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation.

