

# RESOLVE

Position: Finance and Operations Coordinator

Post Date: September 29, 2022

*Candidates are encouraged to submit their applications by October 15, 2022; applications will be accepted until the position is filled.*

**RESOLVE** is a vibrant, growing international non-profit organization with affiliated for-profit social enterprise subsidiaries and several fiscal sponsorships.

RESOLVE is seeking a Finance and Operations Coordinator, who will be responsible for a range of activities including financial modeling and business planning; executing financial transactions; maintaining accounting records, and assisting in day-to-day coordination and management of operational activities. As a small organization the coordinator needs to support strategy and business innovation and carry out granular day-to-day activities. We are particularly interested in candidates who have a passion for working in a dynamic and creative organization and support the mission of RESOLVE and our affiliates.

Our website says, "We RESOLVE to... be open and curious, challenge ourselves and others, tackle challenges head on, [and] create solutions." Our values include integrity, mutual respect, leadership, innovation, teamwork, diversity, perseverance, results, and balance. We are looking for someone who embraces our values, loves to learn, shares our passion for social, environmental, and economic sustainability, and helps to strengthen our business and program planning.

## **ORGANIZATION OVERVIEW**

RESOLVE forges sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprises. As a nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders.

We are based in Washington, D.C., and work on local, regional, national, and international projects. Our projects focus on healthy communities, conservation, and sustainable resources.

Our work also spans across for-profit subsidiaries (e.g., RESOLVE Enterprises, Regeneration, and WildTech) as well as our international partner organizations, RESOLVE Canada and RESOLVE Africa. This position works across all of these entities.

## **RESPONSIBILITIES**

The Finance and Operations Coordinator is responsible for the coordination and reporting of RESOLVE's and its subsidiaries' financial data. Duties include preparing financial statements, examining and analyzing a company's accounts to ensure compliance with financial reporting and budgeting and other standard accounting procedures. The Finance and Operations Coordinator will report to the Business Manager and work closely with the CFO and other senior staff.

## Finance

Perform day-to-day accounting functions for the non-profit organization, its for-profit subsidiaries, and any related entities. These include:

- Complete account reconciliations, such as bank reconciliations, accounts receivable, accounts payable, and other balance sheet accounts;
- Process transactions in the invoicing cycle, including tracking invoice submission dates, creating and sending invoices, and supporting documentation and A/R management;
- Classify, enter, and reconcile credit card expenses monthly;
- Process invoices for payment in bill.com (Accounts Payable Processing);
- Support the month-end close process;
- Maintain various schedules for financial reporting;
- Set up new contracts (projects) in the accounting system;
- Develop program and organizational budgets, and support program staff with budgeting;
- Prepare and support project budget tracking, reporting, and analysis;
- Develop tools and templates to support program planning pipeline for anticipated projects and revenues; lead initial analysis to support program and project directors;
- Support business and financial planning for RESOLVE Enterprises and its affiliates and subsidiaries, including the development of models, projections, and scenarios for investors;
- Support project budget development for RESOLVE programs, including the development of projections and reports for donors, and
- Other duties as assigned.

## Operations for Non-Profits and Enterprises

The successful candidate will also support the day-to-day operations functions of the organization, including:

- Maintain and keep current the corporate files for RESOLVE (non-profit organization), RESOLVE Enterprises (impact enterprise) and for-profit, social impact subsidiaries and partners, and partner organizations such as RESOLVE Canada, Africa, and Europe;
- Respond to inquiries via email or telephone while providing relevant information and/or routing to appropriate staff;
- Develop and implement systems to support planning (e.g., hours projections, program and business development tracking) and support staff in their use;
- Review and maintain consultant contracts;
- Support meetings and conferences held at RESOLVE's office;
- Coordinate office maintenance and equipment needs (e.g., copiers, telephones, printers, furniture);
- Ensure that all incoming office mail/packages are received and distributed;
- Ensure that all office supplies are ordered, received, maintained, tracked, and delivered;
- Support onboarding of new employees, yearly open enrollment, and other H.R. functions;
- Coordinate and support RESOLVE Studio – office-use partners, including recruitment, onboarding, agreements, and other elements;
- Support and ensure information flow to board members of RESOLVE entities, including by assisting in scheduling, travel, etc.;
- Proactively identify opportunities to increase organizational and operations efficiency;

- Design and develop secure record-keeping systems for corporate files;
- Provide technology/I.T. troubleshooting or guidance, and
- Other duties as assigned.

## COMPETENCIES

We are looking for an individual with a commitment to RESOLVE's independent, solutions-focused orientation and demonstrated success in accounting and operations management. They will be comfortable working across non-profits and social enterprises with strengths in building complex projections and financial models. The ideal candidate will demonstrate knowledge, skills, personal characteristics, and referrals that attest to the following:

### Knowledge and Experience

- Bachelor's degree in accounting, finance, or related discipline is required. An MBA is encouraged.
- Experience with accounting software and platforms such as Intacct, QuickBooks, and bill.com preferred
- Experience with office administration
- Business development and planning (e.g., developing business plans, reviewing contracts) preferred
- Grant preparation, budgeting, and reporting
- Experience preparing project and organizational reports to support internal planning with donors, clients, and executive board members
- Strong Excel skills are essential to support business plans, models, and projections
- Strong database skills are preferred

### Personal Characteristics

1. Strong values and ethics
2. High level of initiative and ability to work with minimal supervision
3. Ability to use sound judgment to effectively solve problems within the scope of the position
4. Willingness to take the initiative to develop more effective and efficient systems and processes
5. Energy, drive, and commitment to excellence
6. Empathetic and constructive, with ability to understand a number of views, interests, and needs and to offer strategic options or recommended paths forward
7. Intellectual curiosity including applying existing knowledge and diving into new topics with enthusiasm
8. Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing challenges
9. Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work
10. Willingness to respond to a sometimes-irregular work schedule, due to the nature of RESOLVE's projects and the time zones and needs of our partners. Candidates will most often have a regular set schedule; however, flexibility may be needed around regular filings (e.g., monthly close, tax reporting) and periodic busy time periods. RESOLVE's programs are deadline driven, and schedules can be influenced by external events.

## **QUALIFICATIONS**

Applicants must have a bachelor's degree in accounting, finance, or related discipline and have a minimum of 2-3 years of work experience. An advanced degree is not required but an MBA or similar may be an asset. Candidates with an interest in RESOLVE's mission are most likely to be successful.

### *Education and Experience*

Applicants must have a Bachelor's degree; an advanced degree is not required but may be an asset. To this end, applicants must have a minimum of 2-3 years of work experience, with at least 2 years of experience in accounting and office management.

## **SALARY AND BENEFITS**

The salary range begins at \$60,000 for this position; exact salary will be determined based on experience, qualifications, and RESOLVE pay bands. RESOLVE offers excellent benefits, including medical and dental insurance; retirement contributions (after 1 year, RESOLVE contributes 6% of salary, with an additional 3% employee matching option); generous family, vacation, and sick leave; and long-term disability.

RESOLVE is also committed to supporting professional development at all levels. We have low turnover because staff feel inspired by our work and each other, empowered to grow and contribute at all levels, and trusted to work hard with the necessary flexibility to have a life outside of the office.

## **INCLUSION**

Inclusion is fundamental to RESOLVE's mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our 40+ year record demonstrates that diversity of voices – and inclusion of those who have often been excluded – drives innovation and development of lasting and equitable solutions to critical social, health, and environmental challenges.

RESOLVE takes a broad view of diversity, recognizing that our differences – whether visible or not – contribute to strength. We are also conscious of gaps in our own composition, and we are resolute in our commitment to actively and intentionally cultivating an environment where equal opportunities for employment, advancement, and influence are available to all.

## **TO APPLY**

Please email your resume and cover letter to [jobs@resolve.ngo](mailto:jobs@resolve.ngo). All inquiries and applications will be treated in confidence.