



GROUND ED SOLUTIONS NETWORK

strong communities
from the ground up

Title: Operations and Finance Associate (Associate Specialist Level)	Reports to: Director of Operations
Department: Operations	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

The Operations and Finance Associate supports a broad range of finance and operations functions, which could include: finance and accounting, grants management and reporting, contracts, and other operational support. They primarily report to the Director of Operations, but also to Executive Staff for specific duties and work closely with others in the Operations department to serve staff and stakeholders and meet the operational needs of the organization. The Operations and Finance Associate plays a key role in implementing operational processes, tools, and systems to enhance the efficiency and effectiveness of the organization.

The Operations and Finance Associate makes a positive contribution to the organizational culture and is vested in furthering its racial equity goals. They actively participate in team and employee meetings, retreats,

or initiatives, seek opportunities to improve efficiencies and contribute to creativity, innovation, collaboration, and problem solving throughout the organization.

Key Responsibilities:

Finance/Accounting (60%)

- Assists in accounts receivables activities - prepares, sends, and follows up on outgoing invoices, tracks payments, reviews monthly aging reports; processes credit card payments and check deposits.
- Assists in accounts payable activities - processes invoices, reviews coding, reviews employee reimbursement requests, reconciles company credit card statements
- Generates, tracks, and sends invoices for all programs
- Assists in maintaining key accounting systems, including but not limited to credit card merchant/processor, donation form, invoice/expense platform, and chart of accounts.
- Generates, tracks, and updates all invoices across all programs, including sponsorships, pledges, etc.,
- Acts as main liaison in helping triage questions on accounts receivables, accounts payables, and any invoice or expense coding questions
- Assists in annual audits, grant tracking, applications, and reporting.
- Collects vendor or payee payment information, W9s, insurance certificates and other necessary documents.
- Other duties as assigned.

General Operations Support, Special Projects and Other (40%)

- Manages supplies, opens mail, interfaces with organizational vendors, performs electronic filing/data entry and performs other general office needs.
- Supports company events such as staff retreats, including event planning logistics, tracking expenses and payments, etc.
- Supports other operations related activities as needed, such as circulating contracts and agreements for signature via Docusign or similar program, posting job listings and scheduling interviews, etc.
- Provides project coordination assistance to support special projects by other programs or departments and to advance overall organizational efficiency and other duties as assigned.

Qualifications for Entry into this Position:

- Junior-level contributor with 2+ years of related work experience
- Excellent organizational and administrative skills including meticulous attention to detail; accuracy and timeliness in record keeping and follow through
- Strong project coordination skills
- Ability to provide project support for portions of complex projects
- Proficiency with MS Office Suite, especially Word and Excel and willing to learn new technologies
- Experience with accounting software (e.g. Concur) and customer database software (e.g. Salesforce) a plus
- Strong discretion, integrity, ethics, and confidentiality
- Demonstrates strong judgement, flexible, accommodating, calm under pressure

- Able to manage details in fast paced environment, well organized, able to juggle multiple priorities and meet deadlines while in a remote work environment.
- Flexibility to be both a team player and a self-starter and is comfortable in a supporting role
- Ability to work and communicate with diverse communities.

Starting Salary Range

\$42,000 to \$52,000 annually, commensurate with experience.

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off. Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice. Opportunities for professional growth and development.

Travel Required

Approximately 2-4 trips per year of domestic out-of-state, as needed, to attend conferences, regional convenings, and company meetings.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

Location

Remote on the West Coast or willing to work Pacific Time hours.

Join our team and build your career with us! We offer:

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- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

How to Apply:

Please submit, as 1 document (PDF or word), a resume and cover letter: [Operations and Finance Associate](#). Interviews will be conducted on a rolling basis.