



Title: Development and Finance Associate

Employment type: Full-time

Program area: Administration

Reports to: Development Director and Finance Director

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice by building power within immigrant communities.

Our work today is more important than ever, and OneAmerica is growing and becoming stronger to meet the current political challenge. *Join a dynamic team leading the local resistance and play a key role in our organizational growth.*

POSITION SUMMARY:

OneAmerica is seeking a self-motivated and highly organized Development and Finance Associate to support the organization's work in both development and finance. The successful candidate will be detail-oriented, experienced in data entry and/or database management, knowledgeable on development and/or finance systems and processes, and passionate about social justice. The Development and Finance Associate will report to both the Development Director and Finance Director.

REPRESENTATIVE TASKS AND DUTIES INCLUDE:

- Fulfill all data entry needs associated with the organization's development and finance work, inputting and updating key information from events and projects in compliance with organizational protocol
- Process organizational payroll for OneAmerica employees and contractors
- Perform HR administration and manage employment records in collaboration with the Finance Director & Operations Manager
- Maintain physical and electronic files for finance and development functions, including for vendors, and receivables
- Maintain accounts payable vendor records, input new invoices for payment
- Generate organizational development correspondence (thank you letters, pledge reminders, etc.)
- Generate database reports, as necessary
- Comply with organizational internal controls
- Other administrative duties, as needed

SKILLS REQUIRED:

- Development, finance, or database experience, preferably in Salesforce or QuickBooks
- Meticulous attention to detail, accuracy, and deadlines
- A commitment to great HR service and being an open, accessible and responsive HR and finance contact
- Highest level of discretion in protecting confidential information and preserving database security
- Willingness to take initiative and generate creative solutions to challenges
- Ability to execute routine administrative procedures with a focus on smooth and efficient operation
- Excellent organizational, communication, and interpersonal skills and a commitment to professional conduct in all situations
- Ability to work successfully both independently and collaboratively
- Willingness to utilize communications technology for work with remote employees

MINIMUM REQUIREMENTS:

- Passion for social justice and building power in immigrant communities
- Demonstrated direct or relevant experience – knowledge of Salesforce and QuickBooks an asset
- Advanced skills in Microsoft Office suite

COMPENSATION:

- Salary range \$41,000 - \$50,000
- Comprehensive health, vision, dental, life, short- and long-term disability and supplemental AFLAC insurance; Flexible Spending Account (FSA), 403(b) retirement plan; 5 weeks paid time off, paid family leave, ORCA transit card
- OneAmerica is committed to employee growth and advancement, including opportunities for professional development

APPLICATION INSTRUCTIONS:

To apply, please send a resume and cover letter to jobs@weareoneamerica.org before Monday, July 3rd. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica. No phone inquiries, please!

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.