



Advocacy for Human Rights in the Americas

### **Director for Finance and Operations**

The Washington Office on Latin America (WOLA) seeks a Director for Finance and Operations for a fast-paced, research and advocacy organization advancing human rights in the Americas. They are responsible for administering, maintaining, and improving all office financial, organizational, and operational systems. The employee will maintain the accounting books, coordinate and create budgets, manage operational systems, oversee the maintenance of the IT systems, and supervise the human resources work.

WOLA is an organization in which everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA has twice been recognized by *Washingtonian Magazine* as one of D.C.'s "Best Places to Work" and by *The Washington Post* as one of D.C.'s best-managed nonprofits.

WOLA has a full-time staff of approximately 27, with seven interns and six senior fellows.

**Reports to:** President

**Supervises (2):** Assistant Director for Human Resources, Operations Assistant

#### **RESPONSIBILITIES:**

##### *Leadership*

- Lead the finance, human resources, and operations at an organization of 27 people with a \$4M budget.
- Present budget and budget actuals reports to the Board of Directors on a quarterly basis.
- Research and evaluate investment portfolios of the organization with guidance from the Board Finance Committee.
- Work closely with the Board Treasurer in monitoring the overall, long-term financial health of the organization.

##### *Budgets & Finance*

- Oversee all financial aspects of the organization, including the processing of payables, receivables, credit card payments, and reimbursements by the Operations Assistant.
- Execute the monthly closing of financial books, allocation of monthly costs across programs, and production of monthly financial reports. This includes balance sheet adjustments, journal entries, and reconciling monthly bank and investment statements using QuickBooks.
- In coordination with relevant staff and President, create and cultivate the entire organization's operational and programmatic budget, monitoring it throughout the year while keeping meticulous financial records to remain in fiscal and legal compliance.

- Lead the annual, independent financial audit and, as needed, grant audits based on U.S. GAAP standards, overseeing the U.S. 990 tax form filing, and completing the retirement account 5500 tax form filing with help from an outside bookkeeper.
- Liaise with the Board of Directors' Audit and Finance Committees.
- Design grant budget proposals and reports for domestic and international donors in coordination with program staff and the fundraising department. Shepherd those proposals through the internal grant process to ensure legal compliance.
- Monitor the organization's bank accounts in regards to cash flow and the moving around of operating funds as needed.
- Ensure compliance of existing and new grants and contracts.

#### *Human Resources & Office Administration*

- Supervise all human resources functions including recruitment & hiring, trainings, handling complaints, implementing the compensation policy, processing payroll, and training new staff in the creation and tracking of budgets.
- Continually reviewing staffing needs of the organization and creatively devising solutions that fit within budgetary constraints.
- Control office management and administration including managing tenant/landlord/vendor relations and contracts, purchasing office equipment, and troubleshooting with an outside IT firm.
- Solve problems and take on new projects to improve the administration of the office.
- Other tasks as assigned by the President.

#### **QUALIFICATIONS:**

1. At least 7-10 years experience of progressively increased responsibility in finance and operations. For-profit or government experience qualifies, nonprofit finance/bookkeeping experience preferred.
2. Experience in grants management required.
3. A demonstrated ability to interact with a variety of stakeholders, partners, and advocates from diverse backgrounds.
4. Excellent organizational, administrative, and communication skills; willingness to help, follow-through, and attention to detail.
5. Flexibility and initiative; ability to work in a fast-paced office environment; analytical and creative problem-solving skills required.
6. Experience using accounting software and Excel spreadsheets required. QuickBooks experience preferred.
7. Works well under high-stakes, high pressure environments.
8. Additional job requirements: overseas travel required; full-time position; some long hours and work required during intense projects (e.g. audit).

#### **PREFERRED:**

1. Strong commitment to human rights and a sufficient understanding of Latin American affairs or experience working with NGOs in the region.

2. Knowledge of Spanish a plus.
3. BSc or MSc in Finance, Accounting, or relevant field

**SALARY AND BENEFITS:** \$90,000 to \$100,000 based on experience. Full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation. The office is closed between Christmas and New Year's.

**APPLICATION DEADLINE:** Accepting applications on a rolling basis

**START DATE:** As soon as possible.

**TO APPLY:** Please submit, in English, your cover letter and resume in one PDF document. Please also include a list of three references with daytime telephone numbers and email addresses and send the application to [employment@wola.org](mailto:employment@wola.org) with the subject line Director for Finance and Operations.

*-No phone calls please-*

*WOLA values a diverse workplace and encourages minority candidates to apply. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law.*