Finance and Operations Coordinator

Who we are: The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity. We create strategic partnerships with courageous people making social change: advocacy organizations, academics, religious and business leaders, artists, and government officials. We are passionate about our work and strive to make our organization a healthy and safe space for all to work and feel appreciated. WOLA supports our staff with a culture of innovation, collaboration, understanding, and integrity.

Our team’s goal is to make sure WOLA runs smoothly and efficiently for all employees. On the finance side, we provide financial support to the organization by participating in a yearly financial audit, processing all expenses, and recording donations. Operations include running the physical office space, and making sure all technology is up to date, and managing events in the office.

Your role: This role supports the Vice President of Finance and Operations with day-to-day bookkeeping, accounts payable and receivable, and general virtual and in-person office support. This role will have a presence in our physical office space to make sure it is functioning properly, and support staff. They will manage certain vendor contracts, most notably our IT firm, and need to be comfortable running different applications and technology.

Reports to: Vice President for Finance and Operations

Responsibilities:

Financial Support (50%):

- Manage ongoing accounts payable, including reviewing payment requests and supporting/training staff on how to make requests.
- Record donations and event income, and ensure accuracy utilizing a CRM system.
- Assist with the annual audit by maintaining accurate records and producing schedules and reports throughout the year.
- Oversee monthly scheduled and administrative payments.

Office Management and Operations (30%):

- Provide general office support to staff, including, but not limited to supporting staff events, office equipment and systems.
- Act as the point person for maintenance of equipment and supplies. Liaise with building management on all facility-related issues.
- Update SOPs on equipment, technologies, and processes as needed.
- Coordinate electronic and paper archives and ensure security of critical information.

IT Lead (20%):
Liaise with IT consultants to ensure the appropriate execution of technology solutions and troubleshoot issues as they arise. Ensure systems provide needed security of information and systems.

Work with the VP for Finance and Operations to develop and implement a forward-thinking IT plan, including new systems and equipment as needed.

Manage multiple company-wide applications including; Google Drive, Slack, 8x8, Office 365, Expensify, EveryAction, 1-Password, and others.

Manage and support the use of multiple electronics in the office including; printers, fob key system and electronic locks, computers, and conference call setups.

Qualifications:

Note: We view this section as a guide, not a checklist. We encourage you to apply even if you don’t satisfy every bullet on this list. The ideal candidate must align with our values.

Two to three years of experience in office management/operations, office finances, or a similar role. Finance, bookkeeping, and/or accounting background preferred.

A clear interest in human rights and social justice; experience or interest in Latin America a plus.

Familiarity and comfortableness with Excel, Google Sheets, and QuickBooks required. Must be comfortable with IT and general applications.

Excellent organizational and administrative skills, follow-through, and meticulous attention to detail.

Ability to successfully manage multiple responsibilities and deadlines.

Proactive problem-solving and intuition to improve processes.

Demonstrated technical savvy, including experience using Mac, PC, and cloud-based systems.

Fluency in written and spoken English is required; knowledge of Spanish is beneficial.

Office Culture: Our office setting is flexible and hybrid, meaning you must be in the greater DMV area for office management purposes; however, you are not required to work from the office daily. Staff are encouraged to go in 1-2 days a week based on their tasks.

Salary: Starting salary of $54,000-56,500, dependent on years of previous experience. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks of annual vacation, a 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of paid parental leave. The office is closed between Christmas and New Year’s.

Deadline: August 3, 2023

To apply: Please submit, in English, a 1-2 page resume and a 1-2 page cover letter to employment@wola.org. This cover letter should indicate why you are interested in working with the Finance and Operations team. If we are interested in your candidacy, you will receive an email within two weeks of your application.

-No phone calls or personal emails-
WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don’t meet 100% of the qualifications. 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, socio-economic circumstance, record of arrest or conviction, or any other status protected by applicable law.