



*The Alliance is an Equal Opportunity Employer.*

*Visit our website at:  
[allianceforthebay.org](http://allianceforthebay.org)*

## Position Announcement: **Finance Assistant**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses, and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters, and residents of the Chesapeake Bay. In partnership, the Alliance implements local programs that connect people to their local river and become directly involved in local restoration efforts. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

### **Job Description:**

This position is an integral part of the Alliance's Finance Team. The Finance Assistant is responsible for day-to-day transactions for the Alliance. This mainly includes processing disbursements, recording expense transactions, maintaining accounts payable, and various other financial tasks in support of the organization. The position requires strong attention to detail, effective organizational, and communication skills.

### **Specific Duties of the Position:**

- Reviewing and converting check and ACH requests submitted by program staff
- Reviewing and converting credit card transactions submitted by program staff and reconciling the corporate credit card account on a monthly basis
- Obtain invoice/receipts for recurring bills and post transactions in the accounting system on a monthly basis
- Printing checks and processing ACH payments on a weekly basis
- Maintain accounts payable ledger
- Frequent review of expense accounts to ensure complete and accurate classification of transactions
- Communicate with staff on any outstanding items relating to expenses
- Assisting staff with new vendor setup requests
- Communicate with vendors on any issues related to invoices and payments
- Assist the Finance Director as needed to complete monthly and year-end reconciliations
- Assist the Finance Director with the annual audit and budget
- Provide support and guidance as needed to the Finance Director and Grants Manager
- Help maintain and organize complete and accurate financial records.

### **Qualifications & Experience:**

- Associate or Bachelor's Degree in accounting, business or a related field preferred; work experience may be substituted
- Detail-oriented, flexible, and able to manage multiple tasks - correct data entry is a must
- Effective writing and other communication skills - proactive communication and problem solving is necessary
- Excellent organizational and time-management skills
- Desire and ability to work independently in a self-directed, small-office environment and to manage priorities and meet deadlines especially during times of peak activity
- Proficiency in Microsoft Excel
- Experience with Sage Intacct accounting software a definite plus
- Ability to handle and maintain confidential and sensitive information
- Non-profit experience a plus

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. If you meet at least 75% of the qualification of this description, we encourage you to submit an application.

**Supervision:** The Finance Assistant reports directly to the Finance Director.

**Hours and Location:** The Finance Assistant will be based at the Alliance's Headquarters in Annapolis, MD with some ability to work from home after an initial orientation period. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

**Salary:** \$45,000 - \$50,000, commensurate with experience. Competitive benefits are available.

**Application:** The information listed below should be emailed to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Sunday March 12, 2023**. Indicate "Finance Assistant" in the email subject line. No telephone inquiries, please.

- Your resume
- A written response to the following prompts:
  - Describe your experience in maintaining financial records.
  - Describe your experience, and role, in working on a team.
  - Describe the organizational process you use to plan for and execute routine work tasks.
- A list of 3 professional references and their contact information.