

Bread & Roses Community Fund seeks a Finance & Operations Associate

About Bread & Roses Community Fund

Bread & Roses Community Fund is a social justice fund and the Philadelphia region's leading funder of grassroots organizing for racial, gender, and economic justice. Our slogan is, "change, not charity," and our goal is radical transformation of society. Since 1977, we have been connecting donors and community organizers to move money to grassroots organizations creating real change. We also provide training to support movements for change, and work to build community across differences of race, class, and gender. Each year we raise every dollar that we give out in grants, and community members decide where that money goes.

About the Role

Bread & Roses Community Fund seeks a dynamic finance and operations professional to join the finance & operations team, reporting to the Senior Director of Finance & Operations.

The Finance & Operations Associate will work independently to complete assigned tasks ranging from finance to office management, with meticulous attention to detail and follow through. The Finance & Operations Associate will be open to feedback and seek support when needed to meet goals and objectives.

Role Responsibilities

Finance

- Grants Administration
 - Coordinate with the Programs Department regarding grants that have been awarded.
 - Record grant agreements in Bill.com in a timely manner.
 - Communicate via Programs Department grant tracker the status of grant payment(s).
 - Proactively communicate the status of expiring payments with grantees.
- Accounts Payable
 - Maintain W-9 documentation for independent contractors.
 - Review vendor invoices confirming rates to signed agreements and/or answer any vendor inquiries.

- Record all vendor invoices in Bill.com in a timely manner.
- Generate Accounts Payable Aging reports for Senior Director of Finance & Operations to process payments in Bill.com.
- Review employee credit card import files and reconcile to monthly statements and record activity in QuickBooks.
- Revenue & Accounts Receivables
 - Update cash receipts for Development Department daily.
 - Review the weekly development transaction listing for completeness and accuracy, follow-up as necessary.
 - Notify Senior Director of Finance & Operations of contributions with restrictions, DAF transactions, and open pledge payments.
 - Import revenue transactions through Saasant to QuickBooks.
 - Perform revenue reconciliation weekly.
- Month-End Process
 - Download Bank, PayPal, and Investment Statements by the 10th of the month for the prior month.
 - Prepare and complete monthly reconciliations for cash, revenue, accounts receivable, accounts payable, prepaid expenses, fixed assets, accrued expenses, health reimbursement account, and investments.
 - Create monthly budget to actual and YTD analytics.
 - Assist Senior Director of Finance & Operations with month-end closing process to ensure books are closed by the 15th of the month for the prior month.
- Audit Support
 - Assist the Senior Director of Finance & Operations with month-end and year-end close by ensuring timely and accurate data entry, reconciliation, and review of financial information.
 - Support preparation for annual audit, IRS form 990, and other required state filings.
- Budget Assistance
 - Support in the annual budget development process.

Operations/ HR Responsibilities

- HR
 - Manage QuickBooks Time system.
 - Prepare semi-monthly payroll reports for review and approval, submit updates to payroll processing company such as salary changes and related information.
 - Assist in the management of employee benefit programs (HRA/FSA, benefit updates and yearly enrollment) and processing request from employees.

- Office Management
 - Manage all office needs, including inventory and ordering for all office supplies, kitchen supplies, etc.
 - Maintain an up-to-date inventory of all property and equipment.
 - Serve as the liaison to external organizations utilizing the office through Bread & Roses' rental program.
 - Coordinate technical assistance tickets with vendors and service providers.
 - Manage office repair workorders with building management.

And other related duties, as requested.

Required Skills and Experience

- A bachelor's degree in accounting, or business administration supplemented by courses in accounting.
- 3+ years of nonprofit bookkeeping experience, including accounts payable, revenue, accounts receivables, payroll, account reconciliations, and month-end close.
- Detailed knowledge of and experience working with QuickBooks accounting software, Salesforce, and Bill.com (or similar payment software).
- Ability to handle sensitive and confidential information about financials, donors, team members, grantees, and operations.
- Commitment to working as a team player on a small office team – collaborating across projects, communicating clearly, and contributing to strengthening the organization.
- Excellent attention to detail with analytical and problem-solving skills.

Location

This is a full-time, office-based position in Philadelphia. Office workday 9am – 5pm.

Compensation

The salary is \$70,000 - \$75,000, depending on experience. The benefits package includes generous paid time off; 100% employer-paid health, dental, and vision coverage; short-term disability, long-term disability, and life insurance; flexible spending account for health and childcare expenses; an employer-paid health and wellness fund; student loan repayment assistance; 401(k) with up to a 7% employer contribution; and a 3-month paid sabbatical after 7 years of service.

How to Apply

The deadline to apply is April 3, 2025. A complete application includes a cover letter detailing your qualifications for and interest in the Finance & Operations Associate role at Bread & Roses. Please combine your resume and cover letter in a single pdf or word document and send it to jobs@breadrosesfund.org with "Finance & Operations Associate" in the subject line. Only complete applications in the format requested and sent to jobs@breadrosesfund.org will be considered.

No phone calls, please. We appreciate all applicants, but we can only respond to those best qualified for the position.

We strongly encourage Black people, Indigenous people, people of color, women, LGBTQ people, elderly people, people with arrest and conviction records, and people with disabilities to apply.