FINANCE AND DATA ASSOCIATE
JOB DESCRIPTION

The Finance and Data Associate is a key member of the Experimental Station’s finance and grant management team. The position works with Experimental Station’s Executive Director, Finance/HR Administrator, Program Managers and other staff to manage financial recording and reporting, grants invoicing, and program data tracking. The Finance and Data Associate works to advance the short and long-term goals of the organization, ultimately strengthening our financial capacity to advance the mission.

We are seeking an experienced professional with an accounting/bookkeeping background with strong organizational skills and that can manage multiple priorities to meet tight reporting deadlines. This position requires technical expertise and the ability to collaborate with various teams (internal and external). Our environment is fast-paced and experiencing rapid growth, requiring the candidate to be able to help drive efficiencies and adapt to change.

Essential Functions

- Supporting the monthly, quarterly, and annual financial and data reporting and invoicing activities by
  - Serving as primary liaison and coordinator with Experimental Station’s Program Managers to facilitate flow of and response to AP and AR inquiries
  - Tracking and gathering financial data and generating invoices for grant receivables, including government grants, meeting all deadlines
  - Updating relevant dashboards for grant invoicing, reporting, etc., with focus on understanding underlying trends to enhance reporting and highlight opportunities and/or risks in the process
  - Applying fundamental accounting principles to review, analyze, reconcile, and prepare internal reports based on software (QBO and Salesforce) data received from monthly accounting history, cash flow, and donations
  - Responding to ad-hoc requests from staff, Board, or other internal partners or team members.
- Supporting ongoing financial operations, including bill paying, deposit preparation, etc.

Experience/Skills

- 2+ years of financial and accounting experience
- Bachelor’s degree in Finance or Accounting is preferred
- P&L background or experience along with knowledge of financial and general accounting concepts; experience with government grant accounting a plus
- Must be proficient in Microsoft Excel and have the ability and drive to learn other software applications necessary to complete and/or enhance daily tasks
- Initiative, creativity in finding efficiencies, accuracy, etc.
- Analytical and possesses ability to solve problems and leverage analytics to generate meaningful financial strategies and solutions
- Has experience identifying, improving and maintaining internal controls

This is a full-time, staff role with an annual salary of $45-50k, based on experience. It comes with 50% employer contributed health and dental insurance, and with paid time off.