

Proctor Talent Services, LLC



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Finance Coordinator

Washington, DC

Full time, Direct hire

Position Summary

A nonprofit coalition in the technology sector is seeking a Finance Coordinator to join their new team. Reporting to the Grants & Contracts Manager, the Finance Coordinator will support the organization's budgeting and financial forecasting, and grant and contract administration. The Finance Coordinator will also be responsible for ensuring all organizational expenses are processed and meet compliance standards. Qualified candidates for this role will have at least three (3) years' experience coordinating financial operations for an international nonprofit organization.

Responsibilities

- Review and process partner and grantee invoices
- Track and process all expenses from internal colleagues and external vendors
- Manage reports related to outstanding invoices
- Assist with drafting and reviewing contracts and grant agreements.
- Support the contractor and grantee vetting process
- Track contract payouts to inform cash flow modeling
- Gather financial data to support the organization's annual budgeting process

Qualifications

- Bachelor's degree in Business Administration or Finance
- At least one (1) year experience working with an international nonprofit organization and at least three (3) years' experience in a role conducting expense reporting, budgeting, reconciliation, and financial analysis
- Advanced skills in Microsoft Office Suite, especially MS Excel
- Experience with financial management software like QuickBooks, Quicken, or Financial Edge preferred
- Exceptional attention to detail
- Outstanding organization, problem solving, and communication skills.
- Ability to work for any U.S. employer without sponsorship

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