



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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Full-time Position Available:

Accounting & Budget Manager at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

The National Network to End Domestic Violence (NNEDV) seeks an **Accounting & Budget Manager** to join our Finance and Administration Team. The position is responsible for: working on NNEDV's annual budget preparation, delivering monthly programs' budget to actual analyses, implementing loan reviews and approvals, carrying out the day-to-day finance support listed below, and supporting the Senior Director of Finance on other tasks as requested. This is a great opportunity to apply your strong analytic, finance, operational, and people skills to contribute to a strong organization with a critical mission. This is an exempt, full-time Washington D.C. based position reporting to the Senior Director of Finance. This position will be a key member of the Finance and Administration Team and will work with NNEDV Leadership and program leads.

Primary Responsibilities:

Budget

- Build NNEDV's annual agency budget through a collaborative process.
- Generate regular reports/dashboards to monitor and track budget income and expenditures, by project, funder, and Agency-wide.
- Receive, review, edit, and synthesize budget and report information, and coordinate layers of review among appropriate parties.
- Review every expenditure of the organization within Bill.com (or similar platform) and ensure coding to the most appropriate and allowed funding source.
- Conduct impact analysis to update leadership and project staff regarding internal planning on NNEDV proposed program changes, to ensure alignment with financial

projections.

- Analyze results and highlight potential underspending/overspending risks or any other issues for review by senior and executive teams.
- Work with staff and consultants to provide fiscal leadership with respect to all budget-related accounting functions.
- Run existing and develop new report templates to ensure optimal use of available funding and/or to meet funding restrictions (i.e., project expenses vs. budgets, etc.).
- Maintain and share calendars, master lists of projects, and assignments to guide the preparation of annual budgets and reports; ensure progress is accurately tracked and key stakeholders are kept informed.

Finance

- Assist and inform senior executives, program leads, and teams of relevant financial matters.
- Utilize technology to optimize all reporting and analytical functions.
- Gather additional data, as needed, from internal databases to complement financial information
- Maintain financial trackers on key metrics. Analyze trends and prepare reports, forecasts, and updates on status.
- Review and approve vendor/consultant invoices in Bill.com
- Maintain and update grant tracker
- Perform bank reconciliations monthly
- Serve as a backup for the Senior Director of Finance in their absence

Independence Project Loan Processing

- Review loan requests for accuracy and to ensure the loans are meeting NNEDV policy
- Follow up with the Economic Justice team on uncashed checks
- Approve loan disbursement requests submitted by the Economic Justice team
- Assist the Economic Justice team with any questions
- Keep track of funding availabilities for loan

Required Skills/Education/Qualifications:

- Minimum of 8 years work experience in similar role and extensive experience with a nonprofit organization in a relevant area
- Bachelor's degree in Accounting/ Finance
- Excellent ability to build and manage an agency budget while forecasting spending on individual grant programs
- Comprehensive knowledge of federal and non-federal/private grant requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, OMB Circulars, and other applicable government and grants regulations or restrictions
- Ability to draft budget narratives to accompany federal grant applications and private

fundraising proposals

- Demonstrated Tetris-like logic: the ability to think through problems systematically while integrating information from multiple sources to form a comprehensive plan and strategy up from many parts
- Demonstrated strength in financial management
- Excellent verbal communication skills
- Excellent computer skills, including formulas and tables within Microsoft Excel
- Excellent writing, editing skills and proofreading skills, including a strong grasp of grammar and punctuation
- Attention to detail and accuracy
- Excellent judgment and creative problem-solving skills
- A high degree of personal initiative and proven interpersonal and team skills
- Commitment to the organizational mission, including: 1) understanding of coalition work; 2) demonstrated commitment to anti-violence work, anti-domestic violence work, and racial equity; and 3) an ardent respect for domestic violence survivors

Desired Skills/Qualifications:

- Prior use of Intacct and fundraising software preferred
- Prior use of Bill.com and Tallie or similar accounts payable and staff expense platforms preferred
- Prior Experience using TEA (The Exceptional Assistant) loan software or other similar loan software

Location:

This is a DC-area based position and works out of our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At this time, NNEDV employees may temporarily work from home; when our office fully re-opens, this position will report into our DC office.

To Apply:

Please combine into one PDF and email your (a) cover letter and (b) resume. Please also paste your cover letter into the body of the email. Please send the combined PDF to Comfort Siodlarz, at budgetmanagerjob@nnedv.org. *(No mail or faxes please.)*

Applications that do not contain all of the required items will not be considered.

Applications received by May 31, 2022 will be given priority, though the position will remain open until filled.

Salary:

- This is a full-time, exempt position.
- Minimum starting salary for the Accounting & Budget Manager is \$80,000, adjusted based on experience.

Benefits:

- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required).
- NNEDV provides 19 paid holidays (including the last week of each year), three weeks of annual leave, and 10 days of sick leave each year.
- NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.