



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Non-Exempt Position Available:
Finance and Administrative Coordinator/Senior Coordinator**

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 and territorial 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.

NNEDV seeks a highly-organized **Finance and Administrative Coordinator/Senior Coordinator** to work with the Finance and Administrative team and help with bookkeeping, administrative, and HR duties.

This position is based in Washington, DC.

RESPONSIBILITIES

- **Finance Team Support:** Provide assistance to the Finance team as required. This may include defined and ongoing responsibilities, such as bill entry/review in our payment management system (Bill.com), tracking membership dues, depositing and tracking checks, performing bank reconciliations, providing annual audit support, assisting staff with credit card reconciliations, as well as “pinch-hitting” on specific projects.
- **Administrative Support:** Take minutes at monthly staff meetings, open and direct/handle mail appropriately, assist with logistics for in person staff meetings, order supplies for office, serve as point of contact for copier issues, and help with IT set up and logistics as needed, when our offsite IT support team requires in-person assistance.
- **Payroll and Timekeeping:** Assist team with the payroll process for NNEDV’s staff of 45+ employees located in 15 states, the District of Columbia, and Puerto Rico, on a semi-monthly basis, which may include transmitting timely payroll information to the payroll vendor, downloading payroll reports and transmitting them to our outside accountant, collecting and printing timesheets, reviewing hours inputted into the monthly salary allocation spreadsheet, and updating spreadsheet data as needed (e.g. retirement plan contributions, benefit deductions, and sick/vacation leave accrual). May provide employee pay data for unemployment claims and/or employee salary verifications and to problem solve/troubleshoot tax and other issues in states where NNEDV has employees.

- **New Hire Onboarding:** Assist with orientation and onboarding of new staff members by helping new staff complete and file paperwork, giving office tours, training staff on how to file expense reports, and orienting staff on other administrative processes.
- **Charitable Registrations:** Coordinate with our outside registration law firm to ensure that they have the information they need to file state registrations, request checks for registration fees and related fees, and ensure that all registrations are filed on time.
- **Other support to NNEDV activities and projects:** NNEDV is an all-hands-on-deck office and all staff are expected to assist in office-wide responsibilities and organization events and projects.

REQUIRED SKILLS AND QUALIFICATIONS

Coordinator position requires two years of relevant experience.

Senior Coordinator position requires four years of relevant experience.

A successful candidate will possess:

- Experience handling Accounts Payable and Accounts Receivable
- Experience processing multi-state payroll using an automated platform (i.e., Paycom, ADP, etc.)
- Excellent attention to detail
- Excellent verbal and oral communication skills
- High comfort handling numbers and spreadsheets
- Creative problem-solving skills
- Excellent writing, editing, and proofreading skills, including a strong grasp of grammar, punctuation, and copy editing
- Excellent computer skills, including Microsoft Office (especially Excel and Word) and video conferencing (Zoom)
- Demonstrated commitment to the organizational mission, including to anti-violence work, anti-domestic violence work, and racial equity, and an ardent respect for domestic violence survivors

DESIRED SKILLS AND QUALIFICATIONS

- Familiarity with Bill.com, Tallie.com or similar bill payment/expense reimbursement systems
- Experience with Intacct or similar accounting software
- Knowledge of domestic violence issues

LOCATION

This is a full-time, non-exempt DC office-based position; candidates will be considered who will be in the greater DC metro commuting area. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work-from-home status; however, the position will ultimately work out of our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro.

TO APPLY

- Combine into 1 PDF and email your (a) cover letter, (b) resume, and (c) salary expectations. Please also paste your cover letter into the body of the email. Please send the combined PDF to Lara Osman at: AdminJob@nnedv.org.

- Applications that do not contain all of the required items will not be considered.
- Applications received by **April 10, 2023** will be given priority; however, the position will remain open until filled.
- No U.S. mail or faxes please.

SALARY AND BENEFITS

- This is a full-time, non-exempt position.
- Minimum starting salary for the Coordinator is \$50,000 annually, adjusted commensurate with experience.
- Minimum starting salary for the Senior Coordinator is \$55,000 annually, adjusted commensurate with experience.
- 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), where eligible under our plan documents.
- NNEDV provides 19 paid holidays (including the last full week of each year), 15 days of accrued annual leave and 10 days of accrued sick leave.
- 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.