



Americans for Financial Reform Education Fund

Administrative and Accounting Associate

AFR Education Fund has been called “**the leading voice for Wall Street accountability**” in Washington. Help us continue and grow this important work.

Formed in the wake of the 2008 financial crisis, our coalition led the ‘outside’ campaign to strengthen and win passage of the Dodd Frank Financial Reform bill, including the creation of the Consumer Financial Protection Bureau. Since then we have fought Wall Street capture, improved countless rules and regulations, reigned in abuses by predatory lenders, and put big new ideas on the table to make finance work *for* most people, not against us.

AFREF’s staff effectively advances the agenda of a diverse and powerful coalition of more than 200 consumer, civil rights, labor, community-based, and other organizations, along with academics and other experts, working together to move forward this fundamentally important set of levers for progress towards economic and racial justice.

The Administrative and Accounting Associate will support the day to day financial operations of Americans for Financial Reform Education Fund and Americans for Financial Reform, as well as work with the COO on operations, administrative and IT functions.

The ideal candidate is creative, works hard, and pays very close attention to detail. They will have an interest in building an effective organizational infrastructure, will communicate clearly with a variety of audiences, be motivated by AFREF’s mission and have a strong commitment to economic and racial justice. This position may be good for either someone starting out in the accounting field with a bachelor’s degree in accounting, finance or related field; or someone with some demonstrated non-profit administration experience.

Job responsibilities include:

- Support the Executive Director and COO by performing typical duties of executive support including some scheduling (internally and externally), travel arrangements, communications/correspondence, meeting/event coordination
- Maintain key organizational files on network drive or website
- Daily corporate accounting functions including invoice processing, cash deposit recordings, bank reconciliations and maintaining QuickBooks general ledger, documentation and accounting files.
- Manage corporate expense reporting, staff reimbursements, vendor and consultant contracts and other financial processes
- Work with the Controller on preparation of financial reports to COO, Executive Director and the Board
- Maintain corporate filings and state registrations
- Serve as staff’s primary point of contact for basic IT functions
- Liaise with IT vendor, assist with office equipment maintenance, maintain the IT inventory
- Confirm proper functionality of all presentation, video and audio equipment for meetings
- In Coordination with the Operations team, support administrative and special projects as needed

Requirements include:

- Detail-oriented, highly organized with the ability to assume responsibility for and follow-up on multiple tasks in an efficient manner
- Knowledge of best practices in the areas of bookkeeping and office administration
- A high level of computer literacy including expertise in Quickbooks and Office software products
- Excellent interpersonal skills
- Commitment to mission-based organizations
- Tech savvy in the use and administration of online platforms

Salary and benefits: salary commensurate with experience. Generous benefits, including medical, dental, vision, 401k, paid holidays and sick leave, and transportation assistance.

AFREF is an equal opportunity employer and encourages applicants from diverse backgrounds.

HOW TO APPLY

Please send a letter of interest and a resume to Darrell Diggins, at:
employment@ourfinancialsecurity.org. (Enter "Operations" in subject line.)