



EVERY MOTHER COUNTS

Finance Associate

Reports to: Acting Director of Operations

Department: Operations, single contributor

Position type: Full time, exempt

Location: New York, NY

Every Mother Counts' (EMC) mission is to make pregnancy and childbirth safe for everyone, everywhere. We educate the public about maternal health and invest in community-led programs to improve access to essential maternity care. We engage communities, thought leaders, and partners in efforts to achieve quality, respectful, and equitable maternity care for all.

The Role:

Every Mother Counts is seeking a skilled and detail-oriented individual to provide day-to-day financial support to ensure there is accurate entry and documentation of the organization's financial records. They will be expected to work with the Acting Director of Operations to assist with invoicing, record keeping, monthly financial reporting, budget tracking, and overall financial security of the organization. We are looking for an individual who can efficiently manage their time in a fast-paced environment, while adhering to current best practices in financial management. The team prides itself in having a deep understanding of, and passion for EMC's mission, and is looking for similar commitment from the Finance Associate.

Note: EMC operates a hybrid work policy with flexibility. Employees are expected to work two days per week in the NYC office, under the discretion of their manager.

Key Responsibilities:

Finance and Accounting Support:

- Execute and maintain financial processes including but not limited to: managing the credit card expense submission process, approving invoices, depositing checks regularly, and maintaining accurate and clear records of financial documents and donor information.
- Track, maintain, and share with EMC accountants and Operations and Finance team monthly financial close documents, such as:
 - Offline donation records (i.e., checks, ACHs, corresponding grant letters, appropriate back-up for foundation and corporate grants, etc.)
 - Grantor agreements (EMC as grantor) and other executed EMC contracts
 - Electronic donation reports made through online platforms and donor portals
 - In-Kind donation and Stock donation back-up
- Help manage team budgets and provide regular updates to senior leadership.
- Assist with and prepare for end of year financial close.
- Assist with and prepare for annual audit and 990 process.



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- Collect and complete monthly close materials to share with EMC accountants and finance team (ACH, Check, and Wire back-up, offline donations tracker, contracts, bank statements, employee advances, quarterly time allocations).
- Regularly monitor financial security and engage staff in best practices regarding security.
- Support yearly financial forecasting and budgeting process.
- Collaborate cross-functionally with all teams to assist in financial processes and systems.

Vendor Relations:

- Support Finance and Operations team by liaising with our vendors and maintaining strong working relationships.
- Work with vendors, contractors, building management, and other operations-focused professionals to maintain office, copier/printer, telephone, internet, postage machine and other office equipment.

Development:

- Provide regular updates to the Operations and Finance and Development teams of checks and ACH/wire donations received.
- Work with Development to provide proper information for Donor Acknowledgment letters.
- Coordinate track and follow-up with Corporate and Brand Sponsorship team for outstanding payments.
- Work with Development to collect and confirm grant agreements and payment information.
- Maintain correct information in employee-giving portals and sharing donor information with Development.

Qualifications:

- Bachelor's degree
- 2 years of experience in an administrative or office management role
- Experience and knowledge of accounting systems and bookkeeping
- Skilled and comfortable with using and adapting to new technology
- Ability to work with outside vendors, negotiate contracts, communicate clearly, and take initiative
- Ability to multi-task in a fast-paced environment and deliver proactively and professionally under pressure
- Collaborative, detail oriented, flexible, resourceful, and innovative problem solver
- Superior communication and interpersonal skills
- Ability to work independently while maintaining effective working relationships with supervisor and co-workers
- Commitment to and enthusiasm for the organization's mission and respect for our values



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Compensations and Benefits:

The health and well-being of employees is important to all of us. EMC offers a generous benefits package, across a broad range of employee needs. Some of the key benefits EMC offers to full-time staff include:

- Individual/family Medical, Dental, and Vision plans and coverage
- Competitive parental family leave
- Generous vacation, sick leave, and paid holidays
- Summer Fridays with early closure Memorial Day through Labor Day
- Organization-wide week(s) off each year to fully recharge
- Short- and Long-term Disability insurance
- Yearly Wellness stipend
- 401K eligibility after one year with organization match
- Hybrid work policy with flexibility (2 days a week in the office)
- Commuter benefit plan

The annual base pay range is: \$60,000 – \$65,000

To apply: Please submit a cover letter and resume to careers@everymothercounts.org with “Finance Associate” in the subject line. Applications will be accepted until October 31, 2023.

Equal Opportunity Employer