



Job Posting: Finance and Administration Officer

Who we are

Filantropía Puerto Rico (FiPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency, and social justice. As a convener of funders with a grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

Who we seek

An energetic, detail-oriented, self-motivated, and organized Finance and Administration Officer. The ideal candidate will have a background in finance, a thorough understanding of Excel's advanced functions, and exceptional organizational skills. The chosen candidate will be responsible for ensuring accurate and compliant execution of financial transactions, payroll, budgets, audits, and various financial reports, including administrative financial responsibilities.

The Finance Administrator will play a critical role in maintaining the integrity of our financial data, supporting the finance department's day-to-day operations.

Responsibilities:

- Provide effective leadership and oversight for FiPR's financial operations, ensuring accurate and consistent reporting in accordance with generally accepted accounting practices, established internal controls, and financial policies.
- Manage and provide oversight of the development and execution of FiPR's annual budget, conduct thorough actual-to-budget analyses, and prepare quarterly forecasts.
- Work closely with the Executive Director to assist the Board Finance and Audit Committees, ensuring timely provision of accurate financial materials and reports as required by the Board of Directors.
- Facilitate and actively engage in FiPR's annual audit, 990 preparation, and tax filing processes.
- Conduct an annual evaluation of FiPR's internal controls and fiscal procedures to maintain their effectiveness and alignment with best practices.
- Oversee monthly billing procedure, including the accurate entry of billable hours from all consultants and the proper authorization process.
- Exercise oversight over the accounts payable and accounts receivable departments, including verification, allocation, posting, and reconciliation of accounts payable and receivable.
- Manage accounts payable processes, verifying invoices, issuing payments, and maintaining vendor relationships.
- Oversee accounts receivable, ensuring timely collection of payments and addressing any issues.

- Generate error-free accounting reports and effectively communicate their results.
- Analyze financial information to provide concise summaries of FiPR's financial status.
- Perform periodic reviews to proactively identify areas for enhancement in financial processes.
- Spot errors and suggest ways to improve efficiency and spending.
- Assist in the month-end and year-end closing processes to ensure accuracy and completeness.
- Ensure accurate and up-to-date financial records, including ledgers, accounts payable and receivable, and expense reports.
- Monitor financial transactions and ensure proper documentation and record keeping.
- Accurately enter financial data and transactions into Excel Files and financial system.
- Ensure compliance with relevant financial reporting standards and regulations.
- Implement and monitor internal financial controls to safeguard assets and ensure accuracy of financial transactions.
- Monitor budget execution and provide regular updates to management.
- Contribute to financial forecasting, identifying potential risks and opportunities.
- Effectively manage and maintain financial files and documents for the organization, ensuring they are current and readily accessible for future reference.
- Guarantee the punctual and precise submission of financial legal documents essential for government requirements, including tax exemptions and other pertinent matters.
- And other things asked by the Executive Director from time to time.

Qualifications

- Be organized. Very organized!
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the sleeves attitude.
- Strong attention to detail and accuracy.
- The highest professional and ethical standards.
- Ability to work both independently and as a team player.
- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree (in accounting preferable)
- Prior experience in finance-related data entry roles.
- Mastery in Excel.
- Proficiency in financial data entry and use of financial software.
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability, and equity goals.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.



- An open mind and a sense of humor.
- Discretion and sound judgment (i.e., maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), and Slack, amongst others.

Compensation: The salary range is approximately \$30.00 per hour. Approximate 30 hours a month.

Apply by: September 5, 2023, with a cover letter and resume addressed to Richard Córdova (richard@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview. Please expect to submit sample materials if you are invited to an interview.