

FINANCE & OPERATIONS COORDINATOR / BOOKKEEPER (BOSTON)

Who we are

We are a non-profit advisory firm whose mission is to accelerate America's transition to a performance-driven social sector. Founded in 2011, Third Sector has positioned itself as a driver of innovative financing solutions and leading practitioner of Pay for Success (PFS) in the United States. Third Sector is able to drive government resources toward proven, evidence based social programs that effectively improve the lives of America's most vulnerable populations. Third Sector accomplishes this by working with governments, social service providers, impact investors, and evaluation/data experts to design, fund, and implement Pay for Success projects and practices around the country. Third Sector has nearly 40 employees with offices in San Francisco, Boston, and Washington, D.C.

The role we are hiring for

We are looking for a highly driven, detail oriented, passionate, and rigorous accounting professional to join our fast-paced, innovative, and growth-oriented firm advancing outcomes-oriented contracting across the United States. You will work closely with Third Sector's Finance & Operations Team and other staff to support existing and implement new integrated systems solutions to support the firm's revenue and project management information, as well as human resources initiatives.

Responsibilities of this role include:

Accounting and Finance (60%)

Performs bookkeeping and financial reporting functions using QuickBooks

- Prepares and processes payroll with Finance & Ops team
- Runs monthly and ad hoc P&L and General Ledger (GL) reports
- Processes general journal entries
- Performs bank and balance sheet account reconciliations
- Maintains Classes and Accounts in GL
- Posts retirement plan data bi-monthly
- Posts invoices and prints checks weekly
- Posts outgoing invoices, cash received, cash transfers and journal entries to GL
- Assists with annual audit and 990s

Human Resources (20%):

- Serves as the on-boarding point of contact for new staff, coordinating enrollment onto new systems, processing of background checks and signed company agreements
- Supports our hiring practice and talent management by scheduling job interviews, on-boarding training, sessions with senior staff, and off-boarding meetings
- Acquaints new staff with firm benefits such as medical, dental and retirement, and assists with enrollment on the relevant platforms
- Reinforces tracking, consolidating and reporting of employee feedback through Third Sector's 100/100 Feedback platform and quarterly Talent Pulse Checks

Operations Management (20%)

- Works closely with Third Sector’s Finance & Operations Team and other staff to support existing and implement new integrated systems solutions to support the firm’s finance, operations and human resources initiatives.
- Performs secondary review of weekly employee timesheets to ensure accuracy in resource allocation
- Performs monthly data analysis of administrative data systems to ensure compliance within operations and project teams
- Partners with Operations Team to identify and lead/support firm-wide initiatives to improve operational excellence

We’re looking for someone who brings...

- Bachelor’s Degree in Business Administration or related professional experience
- Proficiency with QuickBooks is a must; minimum 2 years’ experience
- Advanced Excel experience and comprehensive knowledge of other computer software applications such as Microsoft Word and PowerPoint, and ability to learn new technology quickly
- Strong analytical, interpersonal and organization skills
- Ability to meet deadlines, prioritize assignments, juggle multiple tasks simultaneously and deal with highly confidential information
- Commitment to strong performance, high standard of accountability and openness to feedback
- A strong commitment to Third Sector’s core values of Respect, Rigor, Resourcefulness, Results & Reflection

More specifically, we think of a successful Finance & Operations Coordinator as someone who...

- Has experience working with Federal grants, Foundation grants, contracts and fee for service agreements.
- Is entrepreneurial & proactive in seeking out opportunities for improvement – both as a professional and for the benefit of the company
- Is an outgoing, proactive, passionate, & collaborative team player with a commitment to having a solution-oriented approach
- And above all, is genuinely passionate about Third Sector’s mission and work to advance America’s transition to a performance driven and more impactful social sector!

To apply, please send your resume and cover letter to talent@thirdsectorcap.org with “Finance & Operations Coordinator” in the subject line.