



Organization: Results for America

Role: Finance and Admin Assistant

Location: New York, NY

Organization Overview

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Position Overview

Results for America is seeking a Finance and Admin Assistant to join its finance team. This is a new, critical, entry-level position at RFA and a reflection of the organization's commitment to build out its Finance team as the organization continues to grow.

The ideal candidate should demonstrate an interest in finance and administration and possess strong organizational skills, excellent attention to detail, and high quality communications skills.

S/he will be a consummate professional, collegial team player, and highly capable multi-tasker, able to execute multiple projects to deadline simultaneously.

Position Reporting Relationship

The Finance and Admin Assistant will report to the VP of Finance and will work closely with RFA's external accounting firm.

Position Responsibilities

Overall, this position is responsible for supporting the RFA finance group in successfully maintaining RFA's financial health. More specifically, the responsibilities of the Finance and Admin Assistant will include, but not be restricted to, the following:

- Assist in major annual projects including: planning and budgeting, financial audit, filing 990, mid-year financial review, annual financial close, and proposing annual budget for Board approval.
- Support the monthly closes, and preparation and distribution of monthly financial reports;
- Assist with the financial due diligence, review, and approval of grant proposals;
- Coordinate the approval process for RFA contracts;
- Provide administrative support to the VP of Finance, including scheduling, travel planning, and expense reporting;
- Set up and maintain RFA organizational file system and files; and
- Any other routine finance support functions as the requirements arise.

This is a full-time, exempt position, based in New York.

Position Requirements

The ideal candidate will possess the following qualifications:

- Appreciation for Results for America's mission;
- BSc/BA in accounting, finance or relevant field;
- 0-3 years of work experience;
- Excellent analytical and verbal and written communications skills;
- Superior organization skills, attention to detail, and dedication to completing projects in a timely manner;
- Ability to be nimble, flexible, and responsiveness in a dynamic environment.

Salary range and benefits package: highly competitive.

How to Apply

To apply for this position, please send your cover letter and resume to us at recruiting@results4america.org

Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.