



ParentJobNet

Connecting Parents with Opportunities
A Non-profit Organization-501(c)(3)

SENIOR FINANCIAL ASSOCIATE Volunteer Opportunity

Requirement:	5+ hours per week
Off-site:	Home & Field
Benefits/Perks:	PJN Staff Member Company E-mail address

Other Benefits:

- The assurance that you, personally, are helping to further our mission
- Professional credits: useful for job-hunting purposes, especially if you are not currently employed
- Internship credits, as applicable
- Possible future paid employment

ParentJobNet, Inc., a non-profit 501(c)(3) organization, whose mission is to help parents and caregivers get jobs, enhance their careers, and become financially knowledgeable, is seeking a Financial Associate.

The Financial Associate will work closely with the President and Bookkeeper to oversee all financial functions of PJN, including budget planning, tracking, and forecasting. Guide and direct financial analysis and report generation activities in a manner designed to protect assets, meet reporting requirements, provide meaningful reporting of operations and effectively plan for and audit the financial needs of the firm.

Responsibilities:

- Assist in protecting company assets through development of sound accounting policies and procedures.
- Assist in assuring optimum utilization of financial resources through forecasting and cash management. This includes a quarterly analysis of income statement, balance sheet, and cash flow.
- Assist in developing and monitoring the use of systems and procedures for tracking and receiving revenue from funders including, donor invoicing, reporting, and other filing requirements.
- Assist in ensuring that the organization is operating in ways that are cost effective by reviewing contracts and procedures for staff compensation, benefits, etc. and by establishing cost/performance metrics for internal operations (e.g. maintenance).
- Assist in ensuring compliance with all Federal and local non-profit reporting requirements.
- Assist in ensuring that the businesses assets are managed in a way that maximizes interest while protecting the capital.
- Assist in managing all budgeting processes including program budget development, budget consolidation for board presentation, budget development and reporting for funders, and budget management for executive decision making.

Requirements:

- Financial management experience, including direct responsibilities for accounting, and budgeting
- Experience working in a non-profit grant funded environment preferred, but not mandatory
- Good organizational and human relations skills

- Good verbal and written communication skills
- Working knowledge of MS Word, Excel, PowerPoint, Yahoo Mail and Internet research
- Reliable home computer or laptop and Internet connection
- Ability to work independently as well as within a group structure

If interested, please send a cover letter and resume to info@parentjobnet.org for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the “subject” field.