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Finance Operations Coordinator

Job Category: Finance - NEO

Requisition Number: FINAN001057

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Posted: January 15, 2025

Full-Time

Hybrid

NEO Philanthropy HQ

Job Details

Description

Overview:

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy (“NEO”) is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grant-making funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor-advised funds and develop organization and field-focused capacity-building initiatives.

Position:

Reporting to the Director of Finance Operations and Compliance, the Finance Operations Coordinator will play a pivotal role on the Finance Operations Team. Working closely with senior leaders, you will support financial processes including tax compliance, payroll operations, credit card management, and financial policy – all critical areas that will prepare you for a future leadership role in nonprofit administration.

This is more than just a finance role; it’s an opportunity to build the infrastructure that helps nonprofits thrive while developing a strong foundation in finance management, compliance, and operational strategy.

Responsibilities:**Credit Card Management Responsibilities**

- Serve as the primary point of contact for corporate credit card management, supporting over 200 card holders.
- Review and approve credit limit changes, new card requests, and address issues related to suspicious activity.
- Optimize credit card management systems for faster and more efficient processes.

Financial Policy Responsibilities

- Partner with the Finance Operations team in the annual review, development, and updating of financial policies to align with organizational goals and regulatory requirements.
- Work with internal teams to ensure financial policies meet their needs and align with best practices.
- Maintain organized documentation of financial policies and procedures in the organization Resource Hub and support knowledge-sharing across teams.

Tax and Compliance Responsibilities

- Manage state sales tax exemptions and charity solicitation registrations to keep the organization in good standing.
- Monitor engagement with independent contractors to ensure compliance with reporting requirements.
- Support tax filings including 990, 720, 1120, and 1099 forms, making sure everything is accurate and on time.

Other Key Responsibilities

- Partner with the Finance department to streamline processes and improve overall efficiency.
- Serve as backup for payroll operations during staff absences or peak periods.
- Assist with ad-hoc financial projects and other related tasks assigned by the Director of Finance Operations and Compliance.

Candidate Profile:

To perform this job successfully, **you do not need to be a finance expert!** We're looking for someone who is:

- A creative problem-solver: You love tackling challenges and figuring out ways to make things run more efficiently.
- Detail-oriented: You know that numbers, records, and accuracy are key to making an impact.
- Curious and eager to grow: You're excited to build new skills in nonprofit management and financial operations.
- Strong communicator: You can clearly explain processes, collaborate with others, and build relationships across teams.

Skills & Experience:

- Bachelor's degree in anything! Most people are not working in the field of their degree. It's okay to be a fine arts major and a finance professional.
- 3 to 5 years of non-profit work experience, preferably in administration, finance, operations, or program coordination.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Experience with financial management software such as Nexonia and NetSuite is a plus.
- Experience with Salesforce is a plus.

Opportunities for Growth:

This position provides a unique opportunity to develop deep expertise in nonprofit financial operations while working with a supportive and collaborative team. Whether you come from a finance background or have experience in nonprofit operations and infrastructure, this role will allow you to strengthen your skills and grow into leadership opportunities within the nonprofit sector.

Compensation:

Compensation for this role will vary depending on the experience of the candidate. The salary range for this position is \$68,000 - \$78,000 per year. NEO provides generous benefits, which include medical, dental, vision, life, long-term disability, and pet insurance. We also administer FSA, commuter benefits, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

How to Apply: Interested applicants should apply here. Please include a resume and cover letter for consideration. Applications without a cover letter will not be considered. Applications submitted by March 14, 2025 will be considered. Only those whose applications are being considered will be contacted. No phone calls please.

Start date: As soon as possible. Applications will be considered on a rolling basis.

NEO Philanthropy Careers:

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO Philanthropy's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

[Learn more about us at neophilanthropy.org](https://neophilanthropy.org) 