

## **EMERGE**

### **Finance & Operations Coordinator**

#### **The Opportunity:**

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation.

The Finance & Operations Coordinator will play a vital role in supporting the Operations Team, and the full organization. The coordinator will work closely with the Senior Manager of Finance on EMERGE's monthly financials, driving the process for updating and creating them each month. The role will also work on projects across EMERGE's Finance, Operations and HR workstreams. This person will be involved in all aspects of the business function for EMERGE, reporting directly to the Senior Manager of Finance.

We are looking for a strategic thinker with a passion for helping support, grow and enhance our organization's operations. The ideal candidate for this role has an interest in non-profit finance and business, with experience working on a variety of projects.

#### **The Role:**

As the Finance & Operations Coordinator, you will spend your time in the following ways.

- Creation of Monthly Financials (40%)
- Create expense reports for all Operations Team members
- Input financial information into QuickBooks, including coding all expenditures
- Create budget reports for Budget Managers to review each month and support with budget management

#### Process Organizational Payments & Payroll (15%)

- Process payment requests from the team, including Student Financial Assistance, vendor payments, and contractor payments
- Review semi-monthly payroll for any changes, and run payroll before the deadline

#### Support with Major Projects (15%)

- During the annual audit, support with report creation, uploading, and sample findings
- Work with Managing Director of Finance & Operations on projects, such as a technology overhaul and benefits analysis
- Potentially support with major events and projects across teams

#### Own Office & Operations Tasks (10%)

- Check office mail, along with HR & admin emails, and distribute to correct owner
- Ensure office is fully stocked on all supplies
- Own room reservations and conference room bookings for the full team
- Own technology tracker for all company issued supplies
- Own office storage

## Support with HR & Talent Projects (20%)

- Hiring: Work with the HR team to create job postings, manage scheduling for candidates, and create templates for Hiring Managers.
- Onboarding: Set-up employee profiles in our HR system, order and organize supplies and technology for new hires
- Staff Engagement: Support Manager of Operations with staff engagement activities, quarterly meetings, and drive tasks related to our Diversity, Equity and Inclusion project

## The Person

### Time Maximizer

- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner and demonstrate respect for others
- Self-starter, anticipates needs and able to take initiative when necessary. Conscientious about priorities, display good time management and positive attitude

### Detail-Oriented

- Has a proven track record of high attention to details
- Creates high-quality work with minimal errors
- Spends time reviewing work before submitting

### Organization & Prioritization

- Handle multiple workstreams and tasks at once, making sure to keep all stakeholders informed of progress
- Maximizes work time and completes tasks efficiently and effectively
- Decisions reflect strong judgment of how time is spent that is aligned with priorities and responsibilities
- Produces high-quality work with high attention to detail

### Strategic Thinker & Problem Solver

- Asks the right questions and creates innovative solutions to drive change and improve processes
- Thinks about the bigger picture and imagines long-term processes for the organization
- Quickly reacts and adjusts to changing environments and works closely with the team to ensure solutions are built for all stakeholders

## Ideal Candidate will have:

### Bachelor's degree is required

- 2-3 years of work experience preferred
- A problem-solver, able to prioritize multiple projects
- An entrepreneurial work ethic and a desire to build new processes
- Exceptional organization skills
- Experience working in QuickBooks, with data entry or on a finance team preferred
- Proficiency in Microsoft Office Suite + Google Suite
- Mission-alignment with EMERGE's mission and purpose

## Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,500 high school students across five school districts. We also serve over 1,200 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As the EMERGE's impact has grown, our nonprofit team has grown to 38 staff members. This team includes SISD, SBISD, AISD, and KISD Program Managers, our Curriculum and Training staff, the College Success team, and our internal business functions. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

**What we offer:**

At EMERGE we offer a competitive salary and benefits package.

**Compensation:**

We provide compensation that takes into account each candidate's experience and responsibilities. Yearly increases are based on the impact and scale of your role, along with external market factors. The salary range for this role is: \$45,000-\$55,000.

**Benefits:**

- We offer Medical, Dental, and Vision insurance.
- We provide Short-Term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.
- This position is hybrid for the remainder of the school year. In-office work is required at least once a week.

**Priority deadline:** December 3, 2021 at 11:59 p.m. CST

**Expected start date:** February 2022

**To apply, please visit:** <https://emerge-fellowship.breezy.hr/p/4298e200a28f-finance-operations-coordinator>