



THE AMERICA250 FOUNDATION

Position: Senior Manager, Finance and Human Resources

Date Posted: 8/16/2021

Applications Due: 8/30/2021

Start Date: 10/1/2021, earlier if available

To apply for this position, please email your resume and cover letter to jobs@america250.org by August 30, 2021 with the job title in the subject line.

About America250

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our complicated past and ignite shared optimism for our future through engaging programs and experiences.

Our Purpose, Mission, Vision, Values and Themes

Purpose: To catalyze a more perfect union.

Mission: To commemorate our 250th anniversary by designing inclusive programs that inspire Americans to renew and strengthen our daring experiment in democracy.

Vision: The shared experiences of America250 will ignite our imaginations, elevate our diverse stories, inspire service in our communities, and demonstrate the lasting durability of the American project.

Values: Service, Diversity, Collaboration, Respect, Integrity, Optimism, and Imagination

Themes: Invite, Involve, Imagine and Inspire

About the America 250 Foundation

The America 250 Foundation is the 501(c)(3) nonprofit partner of the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and non-commercial partnerships, marketing and fundraising efforts. For more information visit www.america250.org

Position Description

Reporting to the Chief Administrative Officer, the Senior Manager, Finance and Human Resources will play a critical role providing assistance and support to the Chief Administrative Officer and the Director of Finance. Human resources related tasks include supporting processes such as on-boarding and off-boarding employees and contractors, benefits and payroll processing and other tasks that may be needed to support the Chief Administrative Officer. Finance related tasks include supporting processes such as audit preparation, processing transactions and expense and reimbursement requests, general

bookkeeping using Quickbooks, financial record keeping and reconciliation and other tasks that may be needed to support the Director of Finance.

The salary for this position is \$85,000 annually with a generous benefits package.

Duties and Responsibilities

Human Resources Support

- Provide administrative support for bimonthly payroll processing including monitoring time and attendance.
- Update and keep current all payroll information and files, and maintain accurate and confidential employee personnel files.
- Help with maintenance and update of human resources policies and procedures.
- Assist Sr. Management team with hiring processes and staffing searches, including posting all job opportunities and monitoring receipt of applications. Manage the interview process and follow up with applicants.
- Assist with the processing of new hire paperwork and orient new employees on employment and organization information during the onboarding process.
- Organize and manage the maintenance of HR records, electronic and paper, ensuring complete accuracy and confidentiality.
- Process documentation and prepare reports relating to employment activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Any other tasks to support the Chief Administrative Officer.

Finance Support

- Assist with processing and filing of financial documents including vendor invoices, bank and credit card statements, etc.
- Assist with the reconciliation of credit card statements including collating supporting and pertinent documentation for credit card purchases.
- Assist with processing business travel reimbursement requests ensuring compliance with relevant organization policies.
- Maintain and file financial records, and collect and enter data for various financial spreadsheets.
- Assist with tracking donations and deposits, and maintaining accurate back-up documentation and records.
- Maintain schedule of accruals and accounts receivable balances.
- Respond to requests for W-9 forms, etc. as requested by outside vendors.
- Assist with audit by gathering documents and information in preparation of the annual audit.
- Any other tasks to support the Director of Finance.

Qualifications and Skills

- Bachelor's degree in a business administration, accounting, finance or relevant field.
- Minimum of five years' experience in human resources and financial accounting.
- Knowledge of payroll processing and benefits administration working with a PEO (outsourced payroll and benefits administration).
- QuickBooks experience is preferred.
- Ability to support various departments and foster teamwork.
- Ability to work independently and as part of a collaborative team.
- A passion for America250's mission and vision.

Additional Position Information

- This is a full-time position with an anticipated start date of 10/1/2021.
- The America 250 Foundation offers competitive salaries and a competitive benefits package. Salary is commensurate with experience.
- The America250 office is located in Alexandria, VA. America250 offices are temporarily closed due to COVID-19, and all employees are currently remote. When it is safe to return to the office, staff will work together to establish a hybrid in-office/work-from-home plan, with the expectation that staff will be working from the America250 Headquarters 2-3 days/week.
- The America 250 Foundation and U.S. Semiquincentennial Commission remain committed to an inclusive environment where diverse ideologies and experiences are shared in a supportive, team-oriented environment. The Foundation prioritizes diversity in its hiring, promotion, compensation, and development practices, and is committed to ensuring that the organization is fully representative of the diversity of the nation we represent.

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