

Finance Administrator

Reports To: Executive Director of Public Engagement & Advancement

Commitment: Up to 20 hours per week

Location: Remote

FLSA Status: Non-Exempt

Mission & Role Summary

The Part-Time Finance Administrator is responsible for the accurate and compliant management of all daily financial transactions and administrative processes for Compass IGG & Advocacy. Reporting directly to the Executive Director of Public Engagement & Advancement (EDPEA), this role ensures fiscal transparency, manages payroll and expense reporting, handles essential compliance filings, supports the organization's overall financial health, and is a vital member of the management team dedicated to ethically advancing the mission of resolving unidentified missing persons cases.

Key Areas of Responsibility

Bookkeeping and Financial Reporting

- Record and reconcile all financial transactions, including revenues (donations, grants) and expenditures, using the organization's online accounting platform.
- Work closely with the Director of Institutional Advancement to ensure accurate and timely recording of all payments and gifts received.
- Process accounts payable and accounts receivable, and manage bank and credit card reconciliations.
- Assist the EDPEA in preparing monthly, quarterly, and annual financial statements for the leadership team and the Board.

Payroll and HR Finance Administration

- Manage the organization's payroll processing, ensuring timely and accurate payment for all staff, including compliance with tax withholdings and labor regulations.
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- Research and execute the necessary steps for registering the organization as an employer in states where employees reside, facilitating legal and compliant payroll administration across various states.
- Manage employee expense reports and reimbursement processes.

Compliance, Audit, and Tax Filing

- Prepare and facilitate the annual filing of the IRS Form 990 and other required regulatory documents.
- Serve as the primary point of contact for external auditors, preparing necessary documentation and schedules for the annual audit or financial review.
- Ensure organizational adherence to all financial policies, internal controls, and nonprofit accounting best practices.

Financial Collaboration and Support

- Maintain organized and accurate financial records, easily accessible to the EDPEA and auditors.
- Assist the EDPEA in compiling data for budget monitoring and forecasting activities.

Qualifications & Experience

- Minimum of 3 years of hands-on experience in bookkeeping or financial management, preferably within a nonprofit organization.
 - Proficiency in nonprofit accounting principles and relevant software (e.g., QuickBooks, or similar platforms).
 - Direct experience managing multi-state payroll and a strong understanding of state employer registration requirements and regulations.
 - Demonstrated ability to manage and prepare documentation for the IRS Form 990 and external audits.
 - Exceptional attention to detail, organization, and a commitment to maintaining strict confidentiality.
 - Ability to work effectively and independently in a remote, part-time capacity.
 - Security Mandate: Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
 - Must be eligible to work in the US.
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- Vetting & Final Offer: All offers of employment with Compass IGG & Advocacy are strictly contingent upon the successful completion of a comprehensive background check.

Compensation and Benefits

- Compensation: \$20.00 - \$25.00 per hour (based on experience), for a commitment of up to 20 hours per week
- Employee Assistance Program
- Paid sick leave