

The Human Trafficking Institute

Finance and Human Resources Manager

Job Description | February 2019

Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

General Description

The Finance and Human Resources Manager will play a significant role in the development and growth of the Human Trafficking Institute. He or she will have substantial influence in the planning and execution of financial controls, budgeting, and human resource implementation. As the Institute's finance and human resource functions grow, a person with proven experience is needed to guide and influence this aspect of the organization. The Manager will also support the finance and human resource functions needed by team members based in our Partner Countries and oversee the office needs at headquarters. This person is an executor - he or she gets things done with excellence and by deadline. The Manager makes those around them more effective in their roles at the Institute with meticulous oversight of the organization's financial and human resource functions. The Manager will also serve as the Institute grant manager by preparing budgets and reports for foundation, government and other grants. This role reports to the Chief of Staff.

Responsibilities

Finance

- Manages all finance functions in coordination with the Institute accountant, including general ledger, accounts payable/receivable, purchasing, payroll, bank reconciliations, and planning and monitoring of cash flow.
- Prepares annual budget in coordination with Institute leadership; aligns resources to accomplish Institute projects and goals and ensures sound financial practices are followed.
- Presents monthly fiscal reports to Institute leadership; reports will include revenue and expense reports, cash position, and variances against the budget.
- Prepares budgets, as needed, for grant applications and reports. Provides necessary and required reporting for grants.
- Follows up on outstanding funding receivables, on a grant-by-grant basis.
- Tracks all restricted grants and gifts and presents monthly update reports to Leadership.
- Oversees the Institute's various financial accounts.
- Prepares necessary financial documents for Institute board of directors meetings.
- Oversees development and implementation of Institute cash reserve.
- Works with Institute team and accountant to reconcile and code monthly expenses using Rydoo.
- Works with Strategic Partnerships to reconcile pledges and donor gifts on a monthly basis in Virtuous CRM platform.
- Recommends and implements sound fiscal policies, procedures, and controls, as needed.
- Manages accounts payable for the organization. Reconciles employee reimbursements. Oversees payment of all vendors and contract employees.

- Monitors and manages external vendor and consultant contracts.
- Develops and maintains effective systems for finance and administration.
- Processes bank deposits.
- Assists in preparation for annual audit and 990.

Human Resources

- Manages the Institute's employee 401k, health insurance, and other benefits.
- Assists in hiring of new team members to include managing applications email account, organizing and tracking applications, and supporting interview scheduling and follow-up.
- Onboards new team members including enrollment in benefit plans, set-up on various platforms and software, and office procedures.
- Coordinates the Institute team members' logistical needs in Partner Countries.
- Maintains confidentiality of privileged and sensitive information.
- Establishes and maintains positive staff and public relations image.
- Attends meetings, retreats, and other Institute events.
- Carries out additional assignments, as needed.

Skills and Experience

- Bachelor's degree in finance, accounting, or relevant field required.
- Five years of relevant work experience required. Ideally will have prior work experience with an international organization.
- Proficiency in Microsoft Office (Word, Excel, etc.) and Quickbooks required.
- Experience in budget development, planning, and monitoring.
- Experience in preparation and review of agreements and contracts and their implementation.
- Experience in Rydoo, BillPay.com, and TSheets preferred.
- Experience developing and monitoring grant budgets preferred.
- Familiarity with government grants (budgeting and invoicing) preferred.
- Excellent written and verbal communication skills.
- Proven ability to quickly and independently produce a professional work product.
- Proven ability to manage multiple tasks and take them to completion.
- Proven ability in financial analysis and reporting.

Critical Qualities

- Impeccable attention to detail, excellent organizational, planning, prioritizing, and time management skills.
- Excellent verbal, written, and interpersonal communications skills. The ability to communicate financial information to Leadership and staff.
- Disciplined with priorities, efficient, works well under stress.
- Self-motivated and articulate.
- Personable, mature judgment, discerning, emotionally intelligent.
- Strong ethic of service, sustained positive attitude, passion for the Institute's goals.

To Apply

This is a full-time position with benefits based in the Merrifield, Virginia, office. Applicants should submit a cover letter, résumé, and three references to Applications@TraffickingInstitute.org. Applications will be accepted until the position is filled.