

solidaire

ACCOUNTANT
POSITION ANNOUNCEMENT
(REMOTE, FULL-TIME)
JULY 2023

Introduction. Solidaire Network is excited to share with our colleagues and partners an opening for an Accountant to join our Finance Operations and Culture Team (FOCu). FOCu is comprised of five members who leverage their strengths to build and implement systems, infrastructure, internal controls and liberatory policies and practices that reinforce Solidaire Network's strategic vision, financial health, sustainability and wellbeing.

Team FOCu plays a critical role in supporting Solidaire Network's collective ability to advance and achieve movement objectives laid out in our newly released [10-year strategy](#) – a roadmap to liberate wealth for movements to build lasting left power in the United States. This strategy prioritizes two primary goals: (a) organize and strengthen a movement-aligned base of donor members resourcing power building, and (b) accompany movements as they contest for power.

Who We Are. Solidaire Network is a vibrant community of 300+ donor organizers, 20+ staff members, and a strong and deeply committed board of directors who mobilize quickly to get critical resources and unprecedented amounts of solidarity to the frontlines of intersectional movements that are working to achieve racial, gender and climate justice.

We believe there is no shortage of grassroots genius, innovation and agency. We resource urgent needs and support bold and innovative ideas. We help build long-term infrastructure for the radical left centering Black and Indigenous leaders and movements and we hold a collective vision of radical giving that invites donors to transform ourselves and our own relationship to power and wealth. You can learn more about our work [here](#).

Position Summary. Reporting to Solidaire's Controller, the Accountant is responsible for directly performing a full range of day-to-day accounting duties, for example: maintenance of accounting records, preparation of accounting reports and financial statements, preparation of journal entries, reconciliation of ledger and credit card accounts, entering and allocating payroll, processing reimbursements, processing of grant and vendor payments, and more.

Additionally, the Accountant supports a cohesive and aligned internal and network culture through active participation in team meetings, staff meetings, staff retreats, learning sessions, and other activities as described in more detail below.

What You'll Do – Essential Functions:

Accounting & Contract Management (90%)

- Maintain Solidaire's financial account(s), including cloud based general ledger and accounts payable systems
- Enter and allocate bi-monthly payroll information from JustWorks our (PEO platform)
- Reconcile Solidaire Bank Account(s) (monthly)
- Manage monthly reconciliation for all staff credit cards and reimbursements.
- Process and record all payments of grants, vendor invoices, stipends, honorariums, and contracts.
- Generate Monthly & Quarterly & Ad Hoc Financial Reports including Budget vs. Actuals, P&L, and Balance Sheets in collaboration with the Controller
- Track contract payment schedules noting outstanding invoices, payments, and terms of contract.
- Track revenue cash flow and forecasting in collaboration with the Donor Organizing and Political Organizing team.
- In collaboration with the Donor Organizing and Political Education team, implement a tracking system for both grant and investment campaign revenue in the Salon, providing monthly and quarterly updates to the Director of Finance and Investments, and Executive Director.
- Work with the Controller to prepare documentation for the annual audit process and preparation of tax returns
- Work with the Controller to ensure State Charitable Registrations are filed in a timely manner
- Partner with Finance, Operations, and Culture team members on projects to improve organizational operations, including participating in weekly team meetings.

Learning, Experimentation, and Collaboration (10%)

- Collaborate and build partnership with staff members, Solidaire members, and Solidaire partners through participation in organization-wide activities including but not limited to, participating in weekly full-staff meetings and quarterly reflection sessions, staff in-person retreats (2 per year), Solidaire Network Retreats (1 per year), Regional hub activities, and Solidaire sponsored sessions such as Beloved Fridays, learning series, and other activities led by staff, members, and partners of Solidaire.
- Along with all other staff, this position contributes to Solidaire's culture of entrepreneurship, teamwork, and continuous learning and does what it takes to ensure that Solidaire staff collaborate and support each other.

Note: Solidaire is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions but does not proscribe or restrict the tasks that may be assigned.

Experience and Qualifications of Our Ideal Candidate. While no one person will embody every quality, our ideal candidate will bring many of the qualifications and attributes listed below. We strongly encourage applications from people with lived experience that reflects the movements we accompany.

- Alignment with Solidaire's strategic vision; commitment to values of humility, solidarity and justice; a strong racial, gender, class, environmental/social justice lens; knowledge of social justice philanthropy preferred
- A minimum of five years of accounting experience preferably gained in a nonprofit setting

- Knowledge of standard accounting and bookkeeping principles and best practices
- Ability to conduct review, analyze, document and prepare financial reports and spreadsheets
- Proficiency with standard systems invoicing and billing
- Able to pay close and consistent attention to details and accuracy
- Demonstrated reliability, flexibility and follow-up
- Ability to maintain confidentiality of sensitive information.
- Ability to work independently and as a member of a virtual team while proactively communicating within a virtual environment
- Deep commitment to relationship building, team building and strategic action.

Our Culture. Our staff is the heart and soul of Solidaire Network. As movement leaders, organizers, advocates and practitioners we approach this work with curiosity, integrity and the audacity to challenge assumptions and norms. We are committed to building a culture of change from the inside as we continue to evolve into a highly effective, aligned and powerful resource to movements. Bring your authentic self and join us as we enact practices that move away from exploitation and extraction - towards abundance, connection and collective liberation.

Compensation. Benefits. Location: The salary range for this full-time (40 hrs. per week) exempt position is **\$75k-\$90k with excellent benefits**. Solidaire Network prioritizes its staff's well-being, health, and sustainability. This commitment is reflected in staff receiving fully paid health benefits for themselves and their family members; a non-elective employer sponsored 401K (Solidaire contributes 10% of an employee's annual salary to a 401k); a flexible work schedule, and a generous time off policy: 34 holidays per year including a 5-day summer break and 10-day winter break; 20 days of paid vacation annually; 9 days sick leave, gender affirmation surgery leave, and more. **This is a U.S. based fully remote position.**

To Apply. Please submit your resume along with a thoughtful cover letter outlining your interest in Solidaire *and* fit for the role to jobs@solidairenetwork.org. Also, please tell us how you heard about this opportunity. Applications will be considered on a rolling basis. Position open until filled.