



NATIONAL FOSTER YOUTH INSTITUTE

Accounting & Administrative Assistant

Location: District of Columbia region

Pay Scale

- \$60,000 annual salary
- This is a full-time, exempt position
- Benefits include health care, dental and vision

Supervisor: Executive Director

Job Summary

NFYI's Accounting & Administrative Assistant is the heart of organization and operates as the catalyst that keeps the organization moving forward. This position will work closely with the Executive Team and Board of Directors and anticipate the needs of the Executive Director to keep her focused on the work that matters. The Accounting & Administrative Assistant will be supporting and leading a variety of simultaneous projects which will require strong verbal and written communication skills, a positive outlook, flexibility, and critical thinking skills. NFYI is a small but mighty team and values strong interpersonal relationships and open communication. The Accounting & Administrative Assistant is willing to jump in and support other team members when needed.

This position is virtual, but the Accounting & Administrative Assistant must live within the Washington, DC area and be able to meet in-person with the Executive Director at least once a week. The ideal candidate will be a proactive problem-solver, an effective communicator, highly organized, and have meticulous attention to detail.

About Us

The National Foster Youth Institute empowers current and former foster youth, their families, and communities to use their lived experiences to bring about systemic policy changes in the child welfare system nationwide. We center the voices of those who have been directly impacted by the child welfare system and work to educate local and national decision makers and the public on how we can work together to make foster care a beacon of hope for children and families.

NFYI is a virtual, bicoastal nonprofit with a diverse, passionate team of individuals who are committed to our mission and to youth development. Full-time staff are expected to work traditional hours and be available by phone, email, chat, and on-camera virtual meetings during regular business hours. Because we have staff and youth members across the country, occasional availability for West Coast meetings is ideal, as is a willingness to participate in silly ice breakers during staff meetings.

Duties and Responsibilities:

Administrative

- Proactively manage the Executive Director's calendar and email with a focus on efficient time utilization and time conflict management.
- Prepare board reports and schedule Board of Director and committee meetings.



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- Compose and edit official correspondence with very high standards for grammar, spelling, and document formatting.
- Demonstrate a high level of diplomacy and professionalism dealing with clients, external/internal stakeholders, and executive team.
- Prepare the executive director with pre-read and briefing documents in advance of meetings and events.
- Record meeting minutes and produce reports.
- Manage and organize shared filing system.
- Manage special projects assigned by the Executive Director.
- Provide support to all staff across various administrative areas, not limited to the following: booking travel and meeting reservations, ordering supplies, organizing and tracking inventory.
- Manage incoming and outgoing mail for organization.
- Providing minimal administrative support for the organization's 501(c)(4).

Accounting

- Work with accounting consultant to complete and file monthly and quarterly financial reports.
- Work closely with accountant to input and track income and expenses in QuickBooks and manage Accounts Payable and Receivable.
- Prepare and process expense reports for multiple executives and manage the submission of expense reports from other staff.
- Manage bank and credit card accounts.
- Assist the finance consultant and/or Executive Director to support the completion of annual financial audits, tax returns, insurance renewals, and contract compliance inspections from private and governmental entities.
- Assist in the management of financial records and tracking process, including staff expense (Certify) and purchase order reports.
- Ensure that bills are paid on time.

HR Management

- Manage payroll using online payroll system (Gusto) for employees and contractors.
- Work with Deputy Director to maintain accurate Human Resources records for organization, including employee recruitment, interview scheduling, offer letters, onboarding paperwork, new hire orientations, and scheduling and implementation of employee performance reviews.
- Ensure that HR policies, procedures and training programs are consistently administered, aligned with organizational goals, and in compliance with professional and federal regulatory standards.
- Ensure overall organizational integrity through compliance with all local, state, federal, and other regulations for all employees.
- Research and manage healthcare benefits options for all employees and organizational insurance policies.

Development

- Assist development and programs teams in preparing financial information for grant applications and reports.
- Serve as liaison between accountant and development staff and consultants.
- Support in the coordination of annual fundraising events, whether virtual or in-person.



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Personal Characteristics and Qualifications

- Individuals with lived experience in the child welfare system, BIPOC and LGBTQIA+ community are highly encouraged to apply.
- Bachelor's degree (BA, BS) from an accredited college or university and minimum of 3 years' work experience in a similar role or 5 years of work experience in a similar role.
- Commitment to developing a harmonious workplace honoring the strengths of others as well as an interest in implementing social change through community empowerment.
- Personal values align with the vision and values of National Foster Youth Institute.
- Proficiency in QuickBooks and other relevant office/finance software.
- Proficiency in Gusto or other HR software.
- Strong interest in nonprofit management.
- Ability to take direction and to work independently and be self-directed.
- Ability to solve problems.
- Ability to work with youth constituents, staff, contractors, partners, and policy makers to create a harmonious, welcoming, and fun work environment.
- Possess the skills of emotional intelligence and practices cultural humility. Cultural competency to work with individuals from diverse backgrounds.
- Enjoys interacting with others and works well with people in range of communities, institutions, and governmental organizations.
- Excellent written and oral communications skills.
- Ability to develop relationships with funders, outside vendors, contractors, and operational resources.
- Flexibility, resourcefulness, and ability to manage multiple priorities.
- Ability to be transparent in their skill set, capacity and expertise as they grow into their role.
- Knowledge of community organizing and systematic change a plus.

Physical Requirements & Work Environment:

- Willingness to use personal equipment such as cell phone when working remotely. Monthly cell phone stipend is provided.
- Able to lift boxes up to 30 pounds and transport supplies
- Has a valid driver's license and is able to operate a motor vehicle.

Interested in applying? Please submit a cover letter and resume .pdfs [using the form at this link](#).

NFYI reserves the right to change duties (add and/or remove), as needed. All NFYI employees are encouraged to be flexible and responsive to change in the scope of duties.