



## **VoteRiders Finance Manager**

### **OVERVIEW**

VoteRiders is seeking a skilled and experienced Finance Manager to oversee the day-to-day financial operations of the organization, ensuring accurate financial record-keeping, compliance with grant requirements, and providing timely financial information to organizational leadership. This role serves as VoteRiders' primary financial steward, managing all aspects of accounting, financial reporting, and internal controls while supporting the organization's mission and strategic goals.

This position is ideal for a detail-oriented individual with broad and specialized experience in non-profit finance, seeking a chance to contribute to a growing and impactful voting rights organization.

VoteRiders' Finance Manager reports to VoteRiders' Operations Director, and collaborates closely with the Chief Operating Officer (COO), Chief Development Officer (CDO), and additional staff members on an as-needed basis.

This is a remote position, but candidates must be physically based in the continental United States to be considered for this position. This is a full-time position with the expectation that individuals are available from 9am-5pm Monday-Friday in their time zones, although work outside of regular business hours may occasionally be required to support urgent deadlines. This role is available ASAP, with an anticipated start date in mid-March 2026.

### **PRIMARY RESPONSIBILITIES**

#### **Accounting & Financial Management**

- Maintain accurate and timely recording of all income and expenses in QuickBooks
- Prepare accurate monthly, quarterly, and annual financial statements in accordance with GAAP, including balance sheets, income statements and organizational and departmental budget-to-actuals
- Ensure proper classification of revenues and expenses by fund, program, and grant
- Track depreciation of fixed assets and maintain up-to-date schedules
- Perform monthly bank and credit card reconciliations
- Maintain organized digital financial files and documentation in accordance with nonprofit best practices and audit requirements
- Monitor cash flow and ensure sufficient balance across operating accounts
- Maintain banking relationships, negotiate fees and manage account structures

#### **Expense Management**



- Oversee, ensure quality control, and ensure adherence to organizational policy in staff, volunteer and partner expense submission vis-a-vis external expense management platform ([Bill.com](#) Spend & Expense)
- With Operations Coordinator, train staff and volunteers on expense reconciliation and reimbursement processes and systems
- Issue and track disbursements of and spend against petty cash, maintaining timely and accurate balances.
- Manage related tools and systems, including issuing and managing debit cards via expense management platform and reviewing expense submissions for accuracy and completeness

### **Payroll Administration**

- Process semi-monthly & biweekly payrolls for hourly and salaried staff accurately and on time
- Reconcile payroll to general ledger and allocate payroll expenses across programs and grants
- Serve as primary contact for payroll-related employee questions

### **Independent Contractor Management**

- Prepare and issue contracts for 1099 independent contractors using standard organizational templates
- Track and maintain W-9 forms for all independent contractors
- Track contractor payments and ensure proper classification of workers
- Prepare and distribute 1099-NEC forms by January 31st deadline annually
- File 1099 forms with federal and state agencies as required
- Maintain accurate contractor records for audit and compliance purposes

### **Grant Financial Management**

- Prepare accurate and timely financial reports for grant funders in compliance with specific grant requirements
- Develop detailed budgets for grant proposals in collaboration with program staff
- Monitor grant spending and ensure compliance with funder restrictions and reporting deadlines
- Track and allocate expenses across multiple funding sources

### **Financial Reporting & Analysis**

- Develop and update monthly year-end financial projections, analyzing revenue and expense trends
- Prepare monthly budget-to-actual reports for department heads and state leads, highlighting variances and trends
- Provide financial analysis and insights to support programmatic and operational decision-making



- Present financial updates to VoteRiders' CEO, COO and other stakeholders as needed
- Provide monthly finance bullet points for Board progress reports

### **Audit & Compliance**

- Lead the annual independent audit process, serving as primary liaison with external auditors
- Prepare audit schedules and supporting documentation
- Implement audit recommendations and corrective actions
- Share regular updates with the Board Audit Committee and organizational leadership
- Ensure compliance with federal, state, and local regulations governing nonprofit finances
- Support external CPA in 990 preparation

### **Board Financial Reporting & Support**

- Prepare monthly and quarterly financial reports for Board of Directors Finance Committee and other Board members as needed
- Serve as staff liaison to the Board Audit Committee, coordinating audit activities and presenting findings
- Respond to Board inquiries regarding financial matters in a timely and professional manner

### **Policies, Procedures & Internal Controls**

- Develop, document, and implement financial policies and procedures to ensure strong internal controls
- Update financial policies as needed to reflect best practices and regulatory changes
- Train staff on financial procedures and expense reporting requirements
- Ensure proper segregation of duties and authorization protocols

### **Budget Development**

- Support the COO and CEO in developing the annual organizational budget
- Support quarterly rolling budgeting process and long-term financial modeling
- Work with staff across the organization to prepare departmental budgets
- Monitor budget performance throughout the year, share regular updates with stakeholders as needed, and recommend adjustments as needed

### **Organizational Stewardship**

- Tend to internal administrative items (e.g., emails/Slack, timekeeping, expenses, HR).
- Participate in internal activities (i.e., full team meetings, brainstorms, debriefs, culture building activities, and regular check-ins with your supervisor).
- Engage in organizational and team wide professional development/learning opportunities.
- Work effectively and with collegiality alongside people with whom they may have



disagreements; able to be transparent about their own beliefs without being restricted by them; demonstrate willingness to invest in building bridges and finding common ground; unify behind organizational mission

- Other duties as assigned

## QUALIFICATIONS

### Required:

- Bachelor's degree in Accounting, Finance, or related field
- 5+ years of accounting/finance experience, preferably in the nonprofit sector
- Experience managing nonprofit audits
- Proven ability to prepare GAAP-compliant financial statements
- Mastery in QuickBooks and Excel
- Strong understanding of nonprofit accounting, fund accounting, and grant compliance
- Excellent attention to detail, analytical, and organizational skills
- Effective communication skills with ability to explain financial information to non-finance audiences
- Ability to pass background and credit checks

### Preferred:

- Experience in a similar role
- Experience working with nonprofit boards, committees, and/or senior leadership
- Knowledge of Form 990 preparation
- Experience with grant management and compliance
- Experience working in a fully-remote, nationally-distributed team
- Interest in and passion for voting rights and democracy

## Competencies

- **Integrity:** Demonstrates highest ethical standards in handling organizational finances
- **Attention to Detail:** Ensures accuracy and completeness in all financial work
- **Confidentiality:** Maintains strict confidentiality regarding payroll and sensitive financial information
- **Communication:** Clearly presents financial information to diverse audiences
- **Mission Alignment:** Understanding of and commitment to the voting rights and democracy
- **Collaboration:** Works effectively with program staff, leadership, and Board members
- **Adaptability:** Thrives in a small organization environment where flexibility is essential
- **Initiative:** Proactively identifies and addresses financial management needs
- **Strategic Thinking:** Provides forward-looking financial analysis and projections

## COMPENSATION



Starting salary is \$85,000 - \$95,000/year, with comprehensive employee benefits, including:

- Health benefits
- 401K with 4% employer contribution
- Generous paid time off including 5 weeks/year of accrued vacation time, paid sick time, all federal holidays, 5 personal days, and paid office closures at Thanksgiving and winter holidays
- Equipment and home office stipends
- Lifestyle Spending Account
- Calm meditation app subscription

#### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

Studies have shown that members of marginalized communities – such as women, LGBTQ+ and people of color – are less likely to apply to jobs unless they meet every single qualification. VoteRiders is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you believe you're the right fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

#### **TO APPLY**

To apply, send a resume, cover letter and contact information for three current or former professional contacts willing to serve as a reference to [jobs@voteriders.org](mailto:jobs@voteriders.org), with your name and "Finance Manager" in the subject line.

Please note that references will not be contacted without your permission.