



refugee development center

Job Title: Finance Specialist

About the Organization: The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid-Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

Overview: Refugee Development Center seeks a finance specialist, part time for 20 hours per week (with occasional need for more). The position is supervised by the Executive Director and would include tasks including bookkeeping, payroll, grants management, creating, managing and analyzing budgets.

Hours: Part-time; ~20 hours per week, additional hours possible.

Pay Rate: \$20-\$27 per hour; Commensurate with experience and training.

Benefits: Retirement plan; generous vacation, sick and holiday pay

Timeline: Applications will be accepted until July 31, 2024 or until the position is filled.

Job Duties:

- Financial Management: develop and monitor budgets, produce monthly financial reports, process payments, and invoices. Support the ED with the annual financial audit.
- Bookkeeping & Accounting; maintain and manage all accounts payable/receivable transactions, controls, and accounting procedures. Enter all data into Quickbooks. Reconcile bank statements monthly.
- Grant Management: assisting with grant submissions and grant reports, tracking of grant cycles and payments, and communicating with funders as needed. Develop processes for streamlined grants financial administration.
- Contract Management: quoting and invoicing, payments, and tracking life cycle of contracts.
- Payroll preparation and processing.
- Perform and oversee office operations.
- Other financial management duties as assigned by the Executive Director to assist in financial oversight of the organization.

Qualifications:

- Experience in bookkeeping, budget development, payroll management.

- Experience in business planning and business operations.
- Demonstrated ability to conduct extensive tracking & documentation of data & budget.
- Formal schooling and/or 3-5 years minimum of experiential knowledge in financial/non-profit management.
- Ability to juggle multiple projects simultaneously and follow through with details.
- Skilled communicator (oral, written) and comfortable communicating in person, by phone, email; superior relationship skills and follow through.
- Proficiency with Quick Books Online required
- Ability to learn quickly, take initiative, effectively solve problems, and work well alone or with a team.
- A multi-tasker with the ability to wear many hats in a fast-changing environment.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

To apply: Applications will be accepted until July 31, 2024 or until the position is filled. If interested, please complete the application link found on our website and send a cover letter and resume to Erika Brown-Binion at ebrown@rdclansing.org detailing your experience and what motivates you about this opportunity. Please write in the subject line: Application for Finance Specialist

EEO Statement:

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.