



ENCUENTRO JOB DESCRIPTION

Finance Administrative Assistant (FAA)

Division: Administration

Application Deadline: December 8th, 2023 for best consideration.

Position: 1.0 Full time equivalent

Classification: Hourly

Time frame: Permanent

Organization Overview:

Encuentro's mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with Latino immigrant families in educational and career development opportunities that build skills for economic and social justice.

Encuentro is committed to the belief that quality education should build both individual and community **knowledge**, and with that knowledge comes individual and community **power**.

Encuentro's collaborative model demonstrates that strategic community partnerships can expand and strengthen the safety net for immigrant families; furthermore, when programs are collectively offered in a culturally relevant, justice-oriented environment, they act as entry points into leadership development and community engagement opportunities, which build social capital and promote social and economic justice.

Position Overview:

Encuentro seeks a full time Finance Administrative Assistant (FAA) to support our growing organization.

The goal of this position is to strengthen the financial systems and capacity of the organization as Encuentro expands through a transition to its recently acquired building, and increases its overall financial activity through fundraising, grant writing and donor development.

The FAA role involves a combination of administrative and fundraising-related activities, conducted under the supervision of Encuentro's Executive Director and Development Director and with support from an experienced bookkeeper on contract.

The FAA will form a part of Encuentro's dynamic bilingual and bicultural team, working together to respond to the needs and aspirations of Albuquerque's Latino immigrant community.

Compensation for this 1.0 FTE position (40 hours per week) is \$19/hr per year with a competitive benefits package (medical, 401K, annual leave).

Responsibilities:

The Finance Administrative Assistant (FAA) will report to Encuentro's Executive Director and Development Director. The FAA performs a variety of financial, fundraising and administrative tasks. Within the capacity of financial administration, their duties include coordinating daily financial tasks, processing invoices and payroll, and maintaining a digital and print records of financial documents. Within the capacity of fundraising, their duties include supporting Encuentro's annual fund development and communications plans by strengthening systems for donor management, cultivation and stewardship. The FAA will also work with the financial management team to create revenue reports and optimize division budgets.

Primary responsibilities for the position:

- Prepares weekly financial packet for bookkeeper, including preparation of accounts payable/receivable



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- Conducts costs allocation by funding source
- Prepares deposits
- Prepares payroll
- Oversees cash flow
- Manages Donor Management System (DonorSnap) and other Fundraising Platforms (ie. FaceBook, Snowball)
 - Sets up fundraising campaigns
 - Enters donor data, supports follow-up and retention strategies
 - Reconciles donations
 - Runs reports
- Prepares/issues invoices, receipts, assists with acknowledgements/tax letters
- Maintains grant/donor documents and files.

Qualifications

- Bachelor's or Associate's degree in a related field **and** a minimum of three years of direct experience in business administration, bookkeeping or accounting. In place of a Bachelor's or Associate's degree, demonstration of significant comparable experience that is directly related to the qualifications specified.
- Bilingual and biliterate required (Priority languages: Spanish and English)
- Mastery of Microsoft Suite and Google Suite applications, and working knowledge of Quickbooks, Donor Management Software and fundraising platforms

Preferred Experience

- Understanding of fiscal management, accounts payable, accounts receivable and general financial tasks (check writing, making deposits, invoicing, allocating expenses, reading financial statements, overseeing cash flow.)
- Experience with DonorSnap or other donor management system and fundraising platforms
- Grant management

Personal Characteristics

- Ability to work both independently and collaboratively within a team structure commitment to contributing to ongoing process improvement;
- Excitement for building Encuentro's financial capacity;
- Energy to join an innovative, evolving and growing organization;
- Personal alignment with Encuentro's values in which attention to equity, particularly racial equity and immigrant justice, is centered;
- Comfort and facility operating in a support role which, among other things, will require problem-solving and creative solutions to the challenges presented by working in a demanding and high-performing environment;
- The ability to approach this work with joy, and with deep attention to, and consideration of, all dimensions of intersectional racial equity.
- Critical thinker that is proactive to address obstacles and apply thoughtful creativity to finding solutions
- Highly accountable with timely follow-through to stay on top of priorities and meet deadlines.
- Willingness to learn new things
- Customer service orientation – warm, welcoming and present.



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To Apply:

Please send a cover letter in Spanish, and a current resume to dalia@encuentronm.org with the subject header "[Your Full Name] FAA Application" by December 8, 2023 for best consideration. Interviews will be conducted December 11 – 19, 2023. Potential Start Date is January 15, 2024.

Please visit our website for more information about our organization, services, and clients. No phone calls please. www.encuentronm.org