



**Title:** Finance and Human Resources Manager  
**Department:** Operations  
**FLSA Status:** Exempt  
**Location:** Washington, DC (Hybrid)  
**Reporting Structure:** Chief Operating Officer  
**Salary Range:** \$65,000-\$85,000 a year

## **NASPAA**

NASPAA, the Network of Schools of Public Policy, Affairs, and Administration, is the global standard in public service education. NASPAA is a nonprofit 501(c)(3) membership association with over 300 institutional member schools at U.S. and non-U.S. universities that award degrees in public administration, public policy, public affairs, nonprofit management, and related fields.

## **POSITION OVERVIEW:**

The Finance and Human Resources Manager at NASPAA is responsible for overseeing and managing the financial operations and human resources functions of the organization. This dual role ensures the integrity of financial systems while fostering a supportive and compliant workplace environment. The individual will work closely with the Executive Director and Chief Operating Officer to maintain sound financial health and support organizational growth.

## **KEY RESPONSIBILITIES:**

- Work closely with the Executive Director and Chief Operating Officer to develop the annual budget and manage cash flow.
- Prepare monthly, quarterly, and annual financial statements and reports, ensuring accuracy and transparency.
- Monitor and ensure compliance with financial regulations, accounting standards, and nonprofit financial policies.
- Conduct financial analysis and forecasting to support strategic decision-making.
- Manage accounting systems, ensuring proper recording of transactions, and preparing for the annual audit.
- Oversee financial operations such as accounts payable/receivable, timesheets/payroll, and tax reporting.
- Work with leadership to assess the financial impact of new programs, fundraising initiatives, or changes in operational strategy.
- Identify financial risks and opportunities, offering strategic insights to the leadership team.
- Implement internal financial controls to prevent errors and fraud.
- Conduct periodic audits and reviews of financial systems and processes to ensure compliance with organizational and legal requirements.
- Manage the employee onboarding process, ensuring a seamless transition for new hires by coordinating orientation, preparing necessary documentation, and fostering early engagement and integration into the company culture.
- Manage employee records, contracts, and ensure proper documentation is maintained for HR and Financial purposes.
- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Liaise with NASPAA Committees and Sections, as assigned to ensure alignment of activities with NASPAA's bylaws and strategic priorities.
- Work with NASPAA staff to support NASPAA initiatives, including but not limited to the NASPAA Annual Conference, the NASPAA Student Simulation Competition, among others.

## QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, Nonprofit Management, or similar degree.
- 1-3 years of experience in financial management, accounting, or bookkeeping
- Knowledge of nonprofit accounting standards and regulations (e.g., fund accounting, GAAP).
- Experience working with accounting software (e.g., QuickBooks) and Microsoft Office Suite (Excel).
- Non-profit experience preferred.
- Excellent communication, both verbal and written.
- Agile self-starter who thrives in an evolving and growth environment.
- Strong attention to detail, with the ability to work both independently and part of a collaborative effort

## SPECIFICATIONS:

- Salary range \$65,000-\$85,000 (based on experience). The actual salary offered will take into consideration many factors including but not limited to job-related knowledge, skills and experience, internal pay equity, and business needs.
- This is an exempt full-time position that includes occasional evenings and weekends, with the ability to work independently.
- This position does require limited travel for organizational events.
- This is a Washington, D.C., based position.
- Candidates must be legally authorized to work in the country for which they seek employment without needing a visa sponsorship.
- As of January 2025, employees are required to be in the office a minimum of two days a week, subject to change at the Executive Director's discretion.

## BENEFITS:

- 403(b)
- 403(b) Matching
- Health Insurance
- Dental & Vision Insurance
- Life & LTD Insurance
- Flexible Spending Account
- Paid Time Off
- Sick Leave
- 12 Paid Holidays
- Winter Break (office closed annually December 26th-December 31st)

## HOW TO APPLY

Interested applicants should email a cover letter and resume to [hire@naspaa.org](mailto:hire@naspaa.org). Please note that a cover letter is required; applications without cover letters will not be considered. A strong cover letter will include your interest and qualifications for the position and reflect your voice and written communication skills.

Interviews will be selected from applicants who have entered their information as described above starting on January 22, 2025.

*NASPAA, a non-profit corporation, is an Equal Opportunity Employer that provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, pregnancy, military or veteran status and other such factors in accordance with US state and federal laws. NASPAA actively seeks diverse candidates for this role.*