



## **FIGT Financial Administrator Job Description**

### **The FIGT Mission**

Families in Global Transition (FIGT) is a welcoming forum for globally mobile individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

### **Role Overview**

The Financial Administrator will report to the Treasurer, with a dotted line to the Executive Committee (ExCom). The Financial Administrator owns the banking relationship and must have a good credit rating as the primary signatory on the non-profit checking and savings accounts. They will also manage day-to-day transactions to pay invoices via check, ACH, and wire transfers. The Financial Administrator works with FIGT's registered agent to support state compliance filing, which includes evaluating risks to the organization based on filing requirements and making recommendations to the Executive Committee. The Financial Administrator will be the primary signatory on the compliance filing applications as well as the yearly IRS non-profit tax returns. They must be U.S.-based and authorized to work in the U.S. Since FIGT is registered in the US and its Board of Directors are nominated from across the globe, the Financial Administrator's role has been created to delegate the financial account and compliance handling on behalf of the FIGT Board of Directors when and where US presence is necessary. These tasks are delegated by the Treasurer of FIGT and, therefore, the strategic directions and approvals for any disbursements will reside under the Treasurer, or the Executive Committee in the Treasurer's absence.

### **Time Requirement**

This is a contract-based, paid position of approximately 10 hours per month, however monthly hours may vary, with some months requiring more hours than others. Payment will be made quarterly and reviews will take place at 3 months and 6 months. Yearly hours not to exceed 120 unless prior approval is granted by the ExCom with approval from the Board of Directors.

### **Responsibilities and Tasks**

The Financial Administrator is required to:

- Oversee day-to-day financial activities in collaboration with the Operations Lead (e.g. paying bills, initiating wire transfers, responding to financial inquiries - especially in situations where a US presence enables greater facilitation of these tasks).
- Support questions, conduct research and inquire about banking solutions and other merchant services.

- Lead the organization in implementing new banking options. **Please note - this task has a deadline of completion of March 31, 2023.**
- Review monthly financial reports and work with the accountants to address any queries that arise.
- Have an overview of FIGT's budget in order to raise questions to the Executive Committee, if and when they arise.
- Support the FIGT Treasurer in preparation of the budget.
- Ensure the organization is compliant with all financial and legal regulations, including state reporting, within the US, working closely with selected providers to file yearly, and signing registrations as a representative of the organization, if needed.
- Create a system to track and follow the above requirements. **Please note - this task has a deadline of March 31, 2023.**
- Manage banking relationship as key account holder with rights to add/remove executive member from the account when required to do so by FIGT's Board of Directors during times of transition.

#### **Requirements:**

- Direct experience (personal or professional) managing financial documents such as profit and loss statements, accrual reporting, budgets, banking statements, and federal tax filing forms.
- Analytical and problem-solving skills
- Comfort with numbers and ability to speak with clarity about financial and monetary concerns - either within the FIGT Board, with banks, and/or other key stakeholders.
- Excellent verbal and written communication skills
- Time management and organizational abilities
- Prefer computer skills with programs such as MS Excel and Quickbooks
- Experience with Google Business Suite programs, including email and Google Drive.
- Solid customer service skills (e.g. ability to speak with banking representatives, accountants, and FIGT team members.)

If you are interested, please apply with a cover letter and resume to [president@figt.org](mailto:president@figt.org) no later than December 3, 2022.