



Job Title: Finance & Administration Manager (3-5 years) or Senior Manager (6+ years)

Based in: The candidate can be based anywhere in the U.S. (with the ability to work standard ET hours), with a preference to work a hybrid (2 days in-person) schedule from Tent's New York City office

Salary: The NYC-based salary ranges for this position are as follows (our salary ranges are determined by location, work experience, and the role):

- Manager, Finance & Administration (3-5 years of relevant experience): \$80,000-\$100,000 + bonus
- Senior Manager, Finance & Administration (6+ years of relevant experience): \$100,000-\$130,000 + bonus

About the Tent Partnership for Refugees:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 300 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the Role:

The Finance and Administration Manager/Senior Manager will work across the Tent Partnership for Refugees teams and programs to provide critical support in Tent's day-to-day operations in the areas of accounting, finance, payroll/benefits, and grants management. This person will partner with Tent's leadership in strategic decision-making and financial management, while also managing the organization's accounting and bookkeeping, payroll and benefits systems, budgeting and strategic planning, and annual audit and tax filings.

The Finance and Administration Manager/Senior Manager must be a team player who is reliable, engaged, flexible, collaborative, and has experience and/or desire in leading the financial strategy of a nonprofit or private operating foundation. The ideal candidate has demonstrated accounting and financial planning experience, is detail-oriented and a skilled multi-tasker who can handle competing and quick deadlines, and is a great communicator who can handle both interpersonal and organizational dynamics with tact and efficiency.

Key Responsibilities:

Financial Planning and Analysis

- Lead the organization wide annual budgeting process and financial planning strategy, alongside the CEO
- Prepare and coordinate comprehensive internal and external financial statements with external service providers
- Prepare materials and present reports to Tent's Board of Directors and other committees as needed
- Work closely with the CEO to identify, monitor and mitigate the critical financial and business risks of the organization

Accounting

- Oversee all accounts, financials, ledgers, and accounting systems ensuring compliance in accordance with GAAP and regulatory requirements, principles, and standards specific to nonprofit organizations
- Manage Tent's cash flow and maintain/enhance Tent's various financial systems and applications
- Reconcile bank accounts on a monthly basis
- Manage vendor relationships, procurement procedures, and payments
- Coordinate and manage the entire annual audit process with the Foundation's auditors
- Oversee and manage regulatory reporting, including all tax and state reporting compliance, both at the federal, state and municipality levels
- Manage Tent's annual budget planning process and monthly forecasting reports, including monitoring variances and updating projections on a rolling basis
- Manage and improve systems for all of the organization's financial transactions (including payroll, vendor payments, corporate card transactions, expense reimbursements, etc.)
- Develop, implement, and maintain effective internal controls and safeguards to ensure the accuracy of all financial information and record keeping
- Evaluate financial and reporting systems and oversees roll-out of upgrades and/or new systems



Payroll & Benefits

- Oversee and partner with Tent's international and domestic professional employment organizations (Justworks in the U.S. and Deel for those outside of the U.S.) and coordinate with global HR partners on payroll, leaves, and benefits across multiple countries
- Manage the Foundation's global HR infrastructure
- Lead the review of key HR processes/policies and make proposals for improvement and compliance
- Oversee and manage U.S. and global payroll processing, benefits, and regulatory requirements

Grants Management

- Work closely with the VP for the Americas & Global Strategy and others to appropriately account for donations and grants and develop accurate analysis of this revenue and related expenses
- Manage all financial, program, and grant accounting and reporting functions
- Provide grant application budgets and financial updates/reports required or requested by donors

Other duties may include, but are not limited to:

- Oversee organization-wide software and applications, and serve as liaison with Chobani IT department
- Oversee the review of policy and procedures as they relate to financial matters
- Update the accounting and policy manuals as needed

Mandatory Skills & Experience:

- Relevant and progressive Accounting or Finance experience, ideally some of which has been in the non-profit space:
 - For the Manager role: a minimum of 3 years of relevant and progressive Accounting or Finance experience
 - For the Senior Manager role: a minimum of 6 years of relevant and progressive Accounting or Finance experience
- Bachelor's or Master's degree in Accounting or Finance
- Solid knowledge of GAAP and knowledge of and practice in non-profit accounting principles and standards
- Previous experience managing financial operations for small organizations
- Proficiency with Xero or similar accounting tools required
- Experience with SAP Concur, Expensify, or similar payment systems preferred
- Previous experience reviewing and filing tax forms such as 990-PF, 1099, W8, and 1042-s preferred
- Adept at working with Excel and other Microsoft Office tools
- Ability to explain complex finance and budget speak to colleagues
- Collaborative and clear written and verbal communication
- Ability to manage multiple, shifting priorities and work against tight deadlines
- Self-starter, able to work independently, and efficiently
- Extremely organized and fanatical attention to detail

Desired Skills & Experience:

- Experience managing global HR and/or supporting a human resource team, ideally in a startup environment

Desired Qualities:

- Positive, creative, and collaborative mindset
- Enthusiasm and energy for collaboration
- A willingness to roll up your sleeves and tackle new challenges
- A hard worker willing to go above and beyond to deliver high-quality work
- Challenge-seeking, with a thirst for learning
- Comfort in a fast-paced role, mission-driven environment, with ambiguity, and large amounts of autonomy
- Intellectually curious, with a thirst for learning



- Buzzing with creative ideas and enthusiasm
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- Excellent critical and analytical skills
- Willingness to travel occasionally

To apply:

Please email your resume and a short cover letter to careers@tent.org. If your background is a fit, we will be in touch. We encourage you to apply early as applications will be reviewed on a rolling basis.

Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage those with lived experience as a refugee to join our team.

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.