

Job title: Specialist, Finance
Based in: Mexico City, Mexico (hybrid)
Reports to: Senior Manager, Finance & Operations

Please note that English fluency is mandatory for the role. Please email your CV and a short cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will be in touch.

About the Tent Partnership for Refugees:

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

We are seeking a highly organized and detail-oriented Finance Specialist to join our dynamic finance team. This role is pivotal in ensuring the smooth execution and accuracy of our day-to-day financial operations across a diverse and international workforce. As our organization continues to grow across Europe and the Americas, the Finance Specialist will serve as a key point of coordination for managing complex, multi-country financial processes.

You will play a critical role in reconciling payroll across various countries, handling international expense reimbursements, and supporting treasury operations, while maintaining the integrity of our general ledger and financial reports. This position offers the opportunity to work in a fast-paced, mission-driven environment, contributing to both operational excellence and strategic financial initiatives. The ideal candidate will bring a strong foundation in accounting and financial operations, along with a hands-on, problem-solving mindset to manage the nuances of international finance.

Key responsibilities:

Financial Reporting & Analysis

- Prepare monthly and quarterly financial reports, including cash flow statements, budget-to-actual analyses, and variance reports.
- Provide ad-hoc financial reports and data analysis to support leadership decision-making.
- Ensure financial reporting accuracy by reconciling supporting schedules and data sources.

Payroll Support

- Reconcile payroll transactions across multiple countries in Europe and the Americas, ensuring accuracy between payroll reports, bank disbursements, and the general ledger.

- Investigate and resolve payroll discrepancies related to tax withholdings, benefits, deductions, currency conversions, and cross-border payments.
- Coordinate with international payroll providers to verify data accuracy and ensure compliance with local labor and tax regulations.

Expense Processing

- Ensure compliance and manage documentation for employee reimbursements. Order and activate corporate credit cards, troubleshoot issues, and support in reconciling team credit card expenses alongside the Senior Manager, Finance & Operations.
- Manage the end-to-end expense reimbursement workflow, ensuring timely and accurate processing in line with company policies.
- Coordinate reimbursement payments through financial systems and liaise with employees to resolve any discrepancies.

Treasury Management Support

- Monitor daily cash positions and forecast short-term liquidity needs across multiple currencies and banking platforms.
- Coordinate internal fund transfers to ensure adequate coverage for payroll, vendor payments, and operational expenses.
- Assist with maintaining banking relationships, including documentation and account administration.

General Ledger Accounting

- Prepare and post journal entries, ensuring they are accurate and in compliance with accounting standards.
- Perform account reconciliations and investigate variances to maintain ledger integrity.
- Assist with month-end and year-end closing processes, including accruals and adjustments.
- Maintain documentation for all general ledger activities to support audit readiness.

Essential skills/experience:

- Global Payroll Expertise
 - Hands-on experience managing payroll processes across multiple countries, preferably including Europe, Mexico, U.S., Canada, and Colombia.
 - Solid understanding of international payroll compliance, statutory deductions, and reporting requirements.
 - Experience coordinating with external payroll vendors and managing multi-country payroll schedules.
- Accounting & Financial Operations
 - Strong knowledge of accounting principles, including journal entries, reconciliations, AP/AR processes, and month-end close activities.
 - Experience in supporting financial reporting and budget processes with a focus on data accuracy and timeliness.
- Technical Proficiency

- Advanced Excel skills (pivot tables, VLOOKUPs, data analysis) and comfort working with large datasets.
 - Familiarity with accounting, payroll, and expense management platforms such as Expensify, NetSuite, QuickBooks, or similar systems.
- Analytical & Problem-Solving Skills
 - High attention to detail with a proactive approach to resolving discrepancies.
 - Ability to analyze complex financial data and recommend process improvements for greater efficiency.
- Communication & Collaboration
 - Excellent verbal and written communication skills in English; proficiency in Spanish is highly desirable.
 - Proven ability to collaborate across multiple time zones with HR, Finance, and external vendors.
- Adaptability & Initiative
 - Comfortable working in a fast-paced, international environment with evolving priorities.
 - Self-starter who can manage multiple tasks and deadlines with minimal supervision.
 - Eagerness to learn and grow within the accounting and payroll functions.

Desired skills/experience:

- 3–5 years of experience in finance, payroll, or accounting roles within a multi-country organization.
- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Previous experience reconciling global payroll and expense data across multiple entities and currencies.
- Exposure to treasury operations, including liquidity monitoring and banking coordination.
- Experience supporting financial reporting, budgeting, and forecasting processes.
- Familiarity with and ability to learn various financial softwares (e.g. Aplos, Expensify, SAP Concur)
- Prior experience working in a non-profit or grant-funded environment is a plus.
- Strong organizational skills with the ability to prioritize and manage multiple tasks in a dynamic setting.
- High level of discretion and professionalism when handling sensitive financial information.

Desired qualities:

- Collaborative mindset with the ability to work effectively across diverse teams and functions.
- Strong sense of accountability and ownership over assigned responsibilities.
- Analytical thinker who is solution-oriented and continually seeks process improvements.
- Comfortable navigating ambiguity and adapting to the needs of a growing, global organization.
- A proactive communicator who ensures alignment and clarity with stakeholders at all levels.

- Passionate about mission-driven work and contributing to the operational excellence of a non-profit organization.

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.