



TRANSFORMING THE FUTURE,  
TOGETHER

## Finance Associate (Full-Time Position) Job Description

**OUR MISSION:** NEW inspires and equips mission-driven people, organizations, and communities to realize their visions of a just and thriving society

**OUR VISION:** Empowered leaders. Flourishing nonprofits. Vibrant communities

**OUR VALUES:** Because we believe that communities, organizations and people are filled with potential waiting to be unleashed...

We value each other's **humanity**.

We value **justice**.

We value **collaboration**.

We value **relationships** that connect us.

We value **learning and growth**.

We value **liberation**.

Learn more about NEW at [new.org](http://new.org).

### Purpose of Position

NEW's Finance Associates work with our clients to increase their understanding of the crucial role that financial management holds for the success of mission-based organizations. This work includes ongoing bookkeeping services, budgeting support, financial policy development, training, fiscal sponsorship and other client support. In addition to client work, this position also supports NEW's internal finance, ensuring timely and accurate accounting entry.

### Organizational Relationships

This position is supervised and supported by the Director of Financial Services and is part of NEW's Financial Services team. This position works closely with the Director of Finance



and Employee Experience and the Financial Services team, and collaborates with NEW's entire team.

## Primary Responsibilities

**Financial Services:** *Provide ongoing client Bookkeeping services. (50%)*

- Carry out financial managed services and consulting, providing assessments of an organization's financial condition, processes and practices, and making recommendations based on best practices and the client's unique needs.
- Provide one-on-one or small group training, including orientation to nonprofit financial concepts & responsibilities for current clients as part of their ongoing services as well as training-only engagements.
- Support clients in grant application & reporting, budgeting, tax filing, and financial audits and reviews, as outlined in client agreements.
- One-time interventional work to configure client books and reports
- Transition services for organizations wishing to move their current books from another platform to a discounted version of QuickBooks Online Plus.
- Carry out client bookkeeping services, proactively seeking to understand their mission, priorities, and financial health in the service of improving their ability to flourish.
- Attend client Board meetings, Finance Committee meetings, and staff meetings to provide training and guidance, as outlined in client agreements.
- Conduct historical bookkeeping work to resolve inconsistencies and other problems, at the request of the client and on an hourly basis.
- Facilitate workshops, community events, and learning community sessions related to nonprofit finance and financial infrastructure.
- Pursue professional development and enrichment opportunities to stay current and advance knowledge in nonprofit financial practices.
- Provide support to NEW's fiscal sponsorship program alongside Program Manager, as needed.



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***Internal Finance: Provide ongoing support for NEW's internal finances (25%)***

- Enter accounting activities into Quickbooks Online Advanced including:
  - Accounts Payable
  - Accounts Receivable, including invoicing clients
  - Monthly account reconciliation
  - Depositing checks and setting up payments
  - Recording donor and grant payments, including funds for fiscally sponsored projects
  - Preparing payroll
  - 1099s to vendors annually
- Manage company credit cards and staff reimbursements (Bill.com) as well as other financial payment processors used by the organization (eg: Stripe, PayPal, Melio, etc.)
- Ensure an accurate and timely monthly accounting close, compliant with Generally Accepted Accounting Principles (GAAP).
- Comply with NEW's financial policies, procedures, and internal controls

***Administration: Participate in operational infrastructure, processes, and a workplace culture that supports our team's work and collaboration with partners. (25%)***

- Participate in regularly scheduled staff meetings, staff summits, and other organizational and committee meetings.
- Regularly perform administrative duties such as time tracking and data entry.

## **Competencies and Experience**

*Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet all qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.*

- 2-3 years of bookkeeping and/or accounting experience required; nonprofit finance experience preferred.
- Some experience in a client-facing role and/or experience working with nonprofits.



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- Ability to read and interpret different financial reports such as balance sheets, profit and loss statements, budgets, and cash flow statements.
- Ability to work independently with a high degree of reliability, accuracy, and integrity, and ability to manage priorities and workflow effectively
- A team player who shows interest in the mission, vision, and values of the organization
- Familiarity and comfort with Microsoft Excel, Google Suite, and 'cloud' environments and ability to learn new software systems. Experience with Quickbooks and/or other accounting tools essential.
- Attention to detail including considering all aspects of a whole; ability to accurately carry out processes.
- Proactive ability communicating risks and issues, ensuring that individual engagements stay on track.
- Service-oriented, providing helpful and timely service to clients.
- Access to reliable transportation.

## **Compensation & Time Commitment**

The salary for this position is \$52,800. This is a full-time exempt position with an anticipated requirement of 40 hours per week. The role is a hybrid virtual/in-person position, with flexibility to determine in-office and virtual working hours. The nature of the position (depositing checks, printing checks, etc.) requires at least 1 day per week working in the office. Occasional in-person meetings are required.

All team members are eligible for unlimited flexible time off, 11 annual holidays, and annual support of their professional development. Team members working 30+ hours per week have access to a comprehensive benefits package, including medical, dental, and vision healthcare where NEW covers 82% of the premium, and a SIMPLE IRA 3% match.

## **NEW's Commitment To Diversity, Inclusion, Equity, Justice & Belonging:**



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We believe that our mission and vision are most effectively fulfilled through demonstration of diversity, equity, inclusion, justice and a sense of belonging, as core strategies rooted in our organizational values. Building and sustaining diversity requires an ongoing commitment to the full expression in our organizational culture, values, norms, and behaviors. We will lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity, which requires us to rebalance and redistribute power, acknowledging and acting to repair past and current harms and injustices experienced by people of marginalized identities. In a just and equitable society and organization, everyone can participate, prosper, and reach their full potential. We work towards a more inclusive nonprofit sector and organization and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, body type, or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.

## To Apply:

**To apply, please submit your resume and cover letter sharing your interest in this position, alignment with NEW's mission, vision, and values, as well as relevant professional experience to Tina Zoller, Director of Finance & Employee Experience at [hr@new.org](mailto:hr@new.org).**

### Anticipated Hiring Timeline:

- Priority application deadline: May 27, 2026
- Phone screenings: Held by June 5, 2026
- Interviews: Held by June 26, 2026
- Ideal Start Date: July 13, 2026; strong priority given to applicants who can start by August 15, 2026

\*This timeline may be adjusted at any time. Candidates will be informed of any changes to the hiring timeline.