



**ASISTA Immigration Assistance**  
**Position: Finance & Operations Manager**  
**(Part-Time, 20 hours/week)**

**Application due date: Accepting applications now;**  
**position is open until filled.**

**About ASISTA:**

ASISTA is a national leader in the movement for safety and justice for immigrant survivors of gender-based violence such as domestic violence, sexual assault, and human trafficking. Through policy advocacy, strategic litigation, training, case consultation and intervention, we deploy our specialized expertise to change individual lives and oppressive systems.

Our experience and expertise are situated solidly at the intersection of gender justice and immigrant rights. ASISTA's founders helped write the federal laws protecting immigrant survivors of gender-based violence, including the Violence Against Women Act. We are part of the broader, global movement for racial justice. Our approach is intersectional, holistic, and survivor-centered—elements that make our work, and this movement, stronger and more effective.

Our vision is that immigrants live in a just world free from violence. Our mission is to advance the dignity, rights, and liberty of immigrant survivors of violence. Please see our core values, below, and our anti-oppression statement [here](#). To learn more about ASISTA, please visit our website at [www.asistahelp.org](http://www.asistahelp.org).

**About this position:**

The Finance & Operations Manager (FOM) helps to fulfill ASISTA's mission, and supports members and others representing immigrant survivors of gender-based violence, in a variety of ways. This position plays a lead role in the areas of finance and operations. The FOM reports to the Executive Director (ED) and collaborates closely with partners and other ASISTA staff.

**Responsibilities:**

**Finance:** Manage ASISTA's financial matters, under the supervision of the ED, including the following:

- Manage financial resources, accounts, and records according to established financial policies to ensure the financial health of the organization
- Lead the preparation of ASISTA's annual operating budget, under the supervision of the ED and with support from the Program Associate (PA)
- Review and process mail, bank, and credit card statements
- Review, track, and process revenue and expenses, including preparing and making bank deposits, preparing checks for digital signature, and approving staff expenses
- Enter payroll and accounts receivable & payable into QuickBooks
- Keep the financial portion of ASISTA's CRM, Neon, up-to-date and accurate
- Review timesheets and prepare payroll reports according to established deadlines and funding source allocations
- Oversee the work of Financial Consultant monthly and as-needed to close out and reconcile monthly financial statements and related tasks
- Staff the board Finance Committee, including conducting monthly financial review and updating financial policies as needed

- Review terms and prepare invoices for contracted services
- Prepare for the annual audit and submission of tax forms, and liaise with the auditor
- Prepare and submit financial reports and budgets for new and existing grants and contracts

### ***Operations & Human Resources***

- Schedule meetings and manage logistics related to calls with partners as needed
- Lead the management and organization of ASISTA files and resources, including record retention
- Purchase and distribute computers and related equipment as needed; maintain related records
- Administer contracts, including tracking renewals and amendments and securing executed copies
- Coordinate with contractors as needed on operational issues, such as database and website support
- Create RFPs as necessary for new and existing projects
- Manage the organization's insurance policies, including General and Professional Liability and D&O
- Maintain and ensure the functionality of HR, payroll, and benefits policies, procedures, & programs
- Maintain personnel files for each employee, including overseeing payroll changes as needed
- Coordinate the onboarding and orientation of new employees
- Manage Workers' Compensation annual reports and policies
- Maintain and ensure compliance of organizational documents such as employee handbook, bylaws, IRS 501c3 designation, and state registrations
- Communicate with and support the Board of Directors as needed and designated by the ED
- Support the PA in handling administrative aspects of virtual and in-person trainings as needed

### ***Other***

- Work as a team with ASISTA colleagues to carry out organizational, programmatic, and financial goals, including backfilling for colleagues as appropriate to facilitate continuity
- Manage interns and volunteers supporting your role as possible and necessary
- Fulfill all government and funder reporting obligations as appropriate
- Attend required meetings, including ASISTA virtual staff meetings and in-person board meetings

### ***Approach:***

The FOM is expected to fulfill their responsibilities with an approach that reflects the following:

- A deep commitment to dignity and justice for immigrant survivors of violence and to ASISTA's mission, vision, and core values
- A spirit of positive collaboration and teamwork, both internally with all ASISTA team members and externally with partner organizations and others;
- A commitment to proactive problem-solving;
- Strong integrity;
- Self-motivation; and
- Solid organizational skills.

### ***Notes:***

- Some travel may be required for trainings and/or other meetings.
- The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. The FOM may be required to perform other functions not specifically addressed in this job description.

### **Qualifications:**

The ideal candidate will possess the following qualifications:

#### **Required**

- Significant experience with financial and operational processes and procedures
- Proficiency with QuickBooks Online, Office, and Google suite (Gmail, Google drive, etc.)
- History of effective collaboration
- Strong analytical and communication skills (both verbal and written)
- Demonstrated ability to work independently and be supervised remotely

#### **Preferred**

- Bi- or multi-lingual

### **Characteristics:**

The ideal candidate for this position possesses the following characteristics:

- Strong integrity
- Data-driven and goal-oriented
- Self-motivated, with strong organizational skills

### **Geographic Location:**

ASISTA operates in a remote office environment, with staff located in California, Massachusetts, New York, Virginia, Wisconsin, and Texas. The new Finance & Operations Manager's location is flexible.

### **Salary and Benefits:**

This is a part-time position (57% FTE), working 20 hours per week of ASISTA's typical 35-hour work week. The rate of pay for this position is \$37/hour, with benefits including paid leave time and contribution to an individual retirement account.

### **To apply:**

The position is open until filled, and candidates are encouraged to apply as soon as possible. ASISTA operates in a collaborative, inclusive, and respectful work environment and seeks to hire and retain staff whose diversity reflects the communities we serve. We encourage candidates from all backgrounds, experiences, abilities and identities to apply. To apply, please send a resume and cover letter to [kirsten@asistahelp.org](mailto:kirsten@asistahelp.org) with subject line "Finance & Operations Manager Position."

### **ASISTA's Core Values:**

- **Diversity:** We understand the intersecting nature of multiple forms of identity and oppression, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate inequality and systems of oppression, including patriarchal and white supremacist structures.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.