



Administrative Associate

DESCRIPTION

The Organization:

Refugee Solidarity Network (RSN) protects the rights of people uprooted from their homes and strengthens the communities where they seek safety. In partnership with advocates and local stakeholders, we develop capacity in refugee host countries outside the U.S. and advance legal frameworks that uphold human rights. We believe the complexity of forced migration requires a flexible, collaborative response focused on achieving sustainable solutions.

Position

RSN is seeking a part-time Administrative Associate with the ability to work remotely, to join a small yet dynamic, high-impact organization.

The **Administrative Associate** will provide financial and administrative support for the organization and will assist with RSN's continued compliance with all relevant regulatory guidelines. The Administrative Associate will also assist with accounting, grant reporting, database management, staff and intern recruitment, on-boarding and managing travel logistics and expenses.

This position will report to the Operations Manager and will work in close collaboration with other US-based staff and on occasion with RSN's partners.

Candidates must be highly organized, have strong accounting and admin skills with a strong attention to detail. Proficiency in QuickBooks and complex formatting in Microsoft Excel is important. Additionally, the candidate will need to be adept at reconciling accounts, have experience processing invoices, reviewing financial documents and pulling reports from QuickBooks. Familiarity with federal grant awards is preferred.

Responsibilities:

- Provide administrative support to the organization in the areas of: accounting, bookkeeping, financial operations, HR and compliance
- Monitor a variety of account expenditures; maintain and reconcile budgets for multiple programs; inform management of irregularities
- Support staff with grant amendments, cost extensions, no-cost extensions, budget realignments and other adjustments as requested
- Assist with organizing events
- Further develop and maintain a comprehensive information management and filing system that ensures all donor contractual documents, reports, key correspondences, etc. are appropriately filed and available as needed
- Handle organization database entry
- Other organization-wide administrative support as needed

Requirements:

- Bachelor's degree in a relevant discipline, or equivalent experience with accounting, finance and HR in the nonprofit sector
- Experience with administrative support in a 501(c)3 tax-exempt organization
- Intermediate to advanced skills with QuickBooks Online and Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Experience working in compliance, quality improvement, and non-profit sector is a plus
- Ability to think creatively and strategically, and to identify and resolve problems
- Flexibility to adapt to changing requirements
- Ability to multitask and independently organize workflow
- Cultural sensitivity when working with partners in international contexts

HOW TO APPLY

Please send your cover letter and resume/CV to jobs@rsn.ngo. Include the position title and your name in the subject line.

RSN is an equal opportunity employer that does not discriminate on the basis of sexual orientation, race, religion, gender, class or any other characteristic. We encourage applications from under-represented communities and especially those with refugee backgrounds.

Due to limited capacity, only short-listed candidates will be contacted. Thank you for your understanding.

BENEFITS

Benefits package available