



**Title:** Finance and Operations Manager  
**Reports to:** Deputy Director

**Type:** Full-time

**Location:** Remote, with the ability to travel to Seattle once per week

**Salary range:** \$65,000–72,000 annually

**About Us:** The Housing Alliance is a 501(c)(3) that develops and advocates for public policy solutions to Washington’s affordable housing and homelessness challenges. Our organizational members include housing and service providers across the state, and we mobilize those organizations plus a broad base of individuals to advocate for solutions.

The Housing Action Fund is the political voice in Washington for expanding access to affordable homes and solutions to homelessness. We are a 501(c)(4) that educates voters, promotes strategic public policy, and supports candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes in thriving communities.

We believe that achieving our mission of affordable homes for all requires an awareness of current and historical forms of institutional oppression, and a commitment to working toward becoming a fully equitable and anti-racist organization. Institutional oppression can take many forms – from the redlining that once prevented African American families from purchasing homes using federally-backed mortgages to the legal discrimination that occurs today, which allows landlords to deny tenancy. We are committed to critically examining how power dynamics and privileges impact individuals, communities, and larger systems. We practice a commitment to dismantling systemic, institutional and personal experiences of oppression in regard to both process (how we work) and product (what we work on), to help create conditions in which all people have opportunity to thrive.

**About the position:** This important position is responsible for day-to-day financial management, making sure our systems are in good working order, and that our staff team has the tools they need to advance our mission. This position provides administrative support to the Executive Director and helps all staff achieve their goals by providing limited administrative support and maintaining well-functioning remote work systems. Up to ten percent of this person’s time will be spent conducting similar activities for the organization’s related 501(c)(4).

All staff work from home/remotely, though the person in this position needs to be able to travel to Seattle (Pioneer Square) once a week pick up mail; workspace is available in a shared office if you would like to work from downtown on those days, though it’s not expected. Staff receive a monthly stipend to help cover utility costs for working from home (including phone and internet), as well as a quarterly stipend for office supplies. The Housing Alliance also provides new staff with essentials for a functional and ergonomic home office.

**Who we’re looking for:** To excel in this position, you’ll need to be highly organized to ensure that small but important details don’t fall through the cracks and be able to manage multiple projects moving at the same time. We’re looking for someone who is: experienced in nonprofit finance; committed to advancing equity and racial justice in key areas of responsibility like hiring and

onboarding; and who is both diligent about maintaining strong systems and creative enough to adapt where needed so that advocates living on low incomes can fully participate in our programs. We're a small team that does a lot and that also recognizes the importance of developing a culture of care. Right now that looks like a willingness to work hard within limits, and supporting each other in setting boundaries and prioritizing wellness. We are committed to recognizing and transforming how elements of white supremacy culture (i.e. urgency!) show up on our team.

We value and desire a diverse workplace and strongly encourage Black, Indigenous, people of color, LGBTQIA2S+, non-binary and gender non-conforming people, people with disabilities, people who have experienced homelessness or housing instability, and people at the intersections of these identities to apply.

Our staff and board are committed to working toward becoming an increasingly equitable and antiracist organization, and we are looking to bring on new team members who share that commitment and also have a commitment to self-reflection, personal growth, and working on their own internal racial and other biases.

### **Essential Responsibilities:**

#### **Finance and Compliance (55%)**

- Manage income and expenses in QuickBooks and coordinate with contract bookkeeper through all stages of accounts payable/accounts receivable;
- Staff C3 and C4 board finance committees, prepare monthly finance reports, and co-develop annual expense budgets;
- Maintain and ensure compliance with organizational financial controls and with all federal, state, and city regulations, including organizational licenses and insurance, and maintaining required separation between 501(c)3 and 501(c)4 entities; and
- Work creatively to issue reimbursements, stipends, scholarship awards, and other financial support to ensure that people living on low incomes can fully participate in advocacy and organizing with the Housing Alliance.

#### **Operations and Administrative Support (20%)**

- Maintain effective work systems, including providing basic computer and phone system tech support for staff, ensuring any advanced issues are resolved with the support of tech consultants;
- Provide tech support for all-staff in-person and remote events, plus invoicing and other administrative support for our annual conference;
- Manage reception including answering main phone line and general email inbox (both can be done remotely);
- Collect mail weekly from Seattle (Pioneer Square) and, if needed, make deposits;
- Provide support for board meetings including scheduling, taking minutes, and preparing meeting materials;
- Procure and maintain tech hardware such as computers;
- Manage relationships with vendors and contractors, especially contract bookkeepers; and
- Provide administrative support for the Executive Director, including scheduling and handling logistics for meetings and travel.

#### **Human Resources (15%)**

- Prepare monthly staff payroll;
- Administer employee benefits including enrollment, collect necessary paperwork from new staff and contractors, and prepare contracts;

- When a position becomes available, post job announcements, manage follow-up with candidates, conduct phone screens, and schedule interviews; and
- Assist with onboarding new staff.

#### **Other (10%)**

- Participate in organizational equity and anti-racism efforts;
- Participate in staff meetings, trainings, and retreats; and
- Other duties as assigned.

This job description is not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position. Time percentages are estimates and will vary seasonally and may change based on the needs of the organization.

#### **Qualifications:**

The most competitive candidates will have all or most of the following qualifications:

- At least 2 years' experience with nonprofit financial management, including proficiency with Generally Accepted Accounting Principles/GAAP and experience using QuickBooks or similar software;
- Experience working in areas of human resources such as benefits administration and hiring;
- An understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression;
- Excellent attention to detail, and strong project-management and time-management skills;
- Experience managing vendors and reviewing or preparing contracts;
- Comfort working with technology and helping others troubleshoot tech problems, especially on Mac computers;
- Ability to manage multiple projects and quickly adjust priorities as needs change; and
- Experience working with connected C3 and C4 organizations.

**Salary & Benefits:** The starting annual salary range for this position is \$65,000–72,000 depending on experience. Generous benefits package includes health, dental, and vision insurance with premiums covered by the Housing Alliance; employer contribution to retirement account (equal to 5% of your salary); subsidized ORCA pass for staff based in Kitsap, Snohomish, King, or Pierce Counties; life insurance; health care/child care flexible spending account; 3 weeks paid vacation; paid sick and safe leave; 11.5 paid holidays per year; a monthly stipend to help cover home office utility costs; and a quarterly office supplies stipend.

#### **How to apply:**

1. Fill out the [application form](#);
2. Fill out our voluntary, anonymous [demographic survey](#) to help us improve our hiring processes; and
3. Email your resume to [jobs@wliha.org](mailto:jobs@wliha.org). No phone calls please.

**Hiring timeline:** The position is open until filled. We will give priority consideration to applications received by Sunday, July 10. We will follow up as applications arrive in hopes of making an offer by the end of July. The position will ideally begin in mid to late August.