JOIN OUR TEAM AT THE NATIONAL POLICE FOUNDATION!
FINANCE ASSISTANT

WHO WE ARE

The National Police Foundation is a national non-partisan and non-profit organization that has been conducting innovative research on policing for nearly 50 years. The professional staff at the National Police Foundation works closely with policing and other public safety agencies, researchers and policymakers to develop insights, tools and other resources to inform change and policing effectiveness. The National Police Foundation has been on the forefront of policing research and consistently played a role in transforming policing towards a community orientation that is widely embraced today. The National Police Foundation works all over the United States, Latin America and beyond. For additional information on our organization and our work please visit www.policefoundation.org.

WHAT WE ARE LOOKING FOR

The National Police Foundation is looking for a full-time dynamic Finance Assistant who will assist the Director of Finance with the duties entailed with the day-to-day financial operations of our agency to include but is not limited to recording financial transactions, including purchases, sales, receipts and payments and posting information to accounting journals/software.

DUTIES AND RESPONSIBILITIES

- Code and enter vendor invoices into Bill.com.
- Assist Senior Accountant with the development of monthly project management reports (PMRs).
- Maintain accurate, complete and organized electronic files for vendor and contractor invoices.
- Maintain fixed asset ledgers.
- Analyze and track select prepaid expenses.
- Reconcile agency credit card transactions monthly.
- Serve as lead on all documentation/contracts/letters to be signed by agency’s President via DocuSign.
- Assist in the preparation of select forms/filings and maintain records of same.
- Enter investment results in accounting software.
- Assist Senior Accountant with various bookkeeping tasks and spreadsheets.
- Serve a back-up for several office operation tasks.
- Other duties as assigned by the Director of Finance and Administration.

DESIRED SKILLS AND EXPERIENCE

- Personally committed to advancing the Police Foundation mission, goals, values, and programs.
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way.
- Excellent interpersonal skills, maturity, and the ability to work both independently and in a team setting.
Knowledge or experience in using accounting systems such as QuickBooks Online, JAMIS, Prime ERP or others is a plus.
High degree of accuracy and attention to detail.
Excellent interpersonal skills, maturity, and the ability to work both independently and in a team setting.
Efficient, organized work style, and an ability to prioritize quickly and confidently while managing multiple deadlines.
Ability to maintain strict confidentiality;
Excellent computer and Microsoft Excel skills;
Proficiency in English.

EDUCATION AND EXPERIENCE
- Proven bookkeeping experience, minimum three years’ experience.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures.
- Data entry skills along with a knack for numbers.
- Hands-on experience with Microsoft Excel spreadsheets and proprietary software.
- Customer service orientation and negotiation skills.
- Ability to handle sensitive information and materials.
- Excellent communication skills, both written and oral.
- Proficient in using Microsoft products, especially Excel.
- High school diploma required with additional accounting education/training and/or certification.
- B.S. in Accounting preferred.

HOW TO APPLY

JOB DETAILS: This is a full-time position that reports to the Director of Finance. Salary is commensurate with experience and includes a competitive benefits package.

DEADLINE AND APPLICATION INFORMATION: Open until filled. Incomplete applications will not be considered. Must agree to a background investigation and must be authorized to work in the United States.

POSITION LOCATION: The National Police Foundation headquarters in Arlington, VA

SUBMISSION INSTRUCTIONS: Interested individuals should apply through the following email: careers@policefoundation.org

1. Résumé
2. Cover letter
3. Names and contact information for at least three references

*The National Police Foundation is an Equal Employment Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.*