

ALL OUR KIN



Position Title: Finance Associate

Reports to: Director of Finance

Position Status: Full-Time

Location: New Haven, CT

Target Start Date: January 2019



About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a [national model](#), and has been [proven through quasi-experimental studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 400 family child care providers in five Connecticut cities and New York City. Our ambitious strategic growth plan calls for us to add one new site per year and launch a new train-the-trainer service line. This means our 2019 budget will be approximately \$7.9 million and will grow 15% - 20% per year.

What You Will Do

All Our Kin is seeking a highly organized, driven, and skilled candidate to join the organization as a Finance Associate. The Finance Associate (1) will be responsible for supporting the Director of Finance (2) will work closely with and be responsive to the needs of the Site Directors, Program Directors, Development, and other departments/staff as needed. (3) will be able to thrive in a fast pace and upbeat environment (4) will be a self-starter and capable of working independently and within a team.

In particular, you will:

Job Responsibilities & Ownership

- Work closely with the Director of Finance build key financial systems
- Manage high volume day-to-day tasks
- Monthly bank and credit card reconciliations
- General chart of accounts management
- Monthly recording of payroll, adjusting, and other journal entries as needed
- Work with FD on monthly financial reporting (*internal & external, high volume*)

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- Maintain accurate ledgers by coding all expense and income transactions to the appropriate account (*high volume*)
- Assist with yearly budgeting process
- Assist with preparation of board materials
- Assist with preparation of yearly audit
- Assist with month end close process
- Partner with development to implement and maintain program and grant reports and files
- Manage EHS program , *includes monthly invoicing, processing payments, reporting, and communicating with providers on finance related concerns or questions*
- Work with Director of Finance to communicate financial-related updates to All Our Kin staff, board members, and partners
- Back up to Finance Associate (*AP, AR, Payroll*)
- Other finance task as needed

Who You Are

- Hold deep beliefs in and commitments to
 - Making high-quality early care and education available to all children
 - Combatting systemic racism and injustice
 - All Our Kin's [values](#) and model
- Experienced and Able to
 - Communicate well in writing and speaking
 - Set priorities and manage multiple, multifaceted projects simultaneously in a fast-paced, deadline-driven environment
 - Inhabit an entrepreneurial approach, flexibility, and drive
 - Solve tricky problems and make decisions well
 - Operate various computer systems and willing to use new technology
 - Offer, receive, and respond to regular feedback
- Eager to build on
 - Minimum of 5 years of experience in Accounting/Finance
 - Nonprofit accounting experience a plus
 - Experience working with accounting, payroll and other financial software packages (*QuickBooks desktop and QuickBooks online, and ADP*)
 - Strong organizational skills and meticulous attention to detail required
 - A history of demonstrating discretion with confidential information



What You Can Expect

All Our Kin is an innovative, high-impact organization that empowers a growing number of family child care providers, children, and families to succeed. As we scale All Our Kin's reach, we strive to maintain the collaborative, values-centered environment that is our hallmark and to continually invest in the backbone of

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our organization: our talented, mission-driven team. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children’s lives and to our work.

Some of the benefits we offer to our staff members include, but are not limited to:

- ✓ **Competitive salary** commensurate with experience
- ✓ **Medical, Dental and Vision Insurance**
- ✓ **Vacation time**- Three weeks paid annual vacation as well as federal holidays and a December holiday (typically December 24 – January 1)
- ✓ **Retirement Plan**- All Our Kin offers a 403(b) plan

How to Apply

Please send resume and cover letter to job.2u8g1@allourkin.recruitee.com.