



Finance and Operations Associate

About Safe Passage Project

Safe Passage Project provides free lawyers to 800 child refugees who are being deported.

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

This is where [Safe Passage Project](#) steps in, providing free legal assistance to these refugee and immigrant children in New York City and Long Island who are facing removal despite their strong legal claim to stay in the United States.

Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.

Check out recent press on our work in [The New Yorker](#) and [Glamour](#).

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

About the Role

A new position at Safe Passage Project, the Finance and Operations Associate will be a detail-oriented, self-starter with several years of non-profit experience focused on the fiscal administration of government grants. The Associate will be primarily responsible for managing data and reporting for city and state contracts for Safe Passage Project. Bookkeeping is primarily managed by our accountant and is not a core aspect of the job. However, as a member of a small support team reporting to the Head of

Finance and Operations, the Associate will also perform a variety of supporting operational and human resources functions. Based in our New York City office, this is a full-time position.

Your responsibilities will include:

Financial and Grant Management (70%)

- Manage fiscal compliance, invoicing, reporting and tracking for government contracts at the city and state level
- Maintain accurate and complete records of financial activity
- Process invoices, payments and staff reimbursements accurately and on time
- Communicate and problem solve with government officials regarding amendments

Human Resources (15%)

- Support the hiring and manage the onboarding of new employees, including welcoming them to the office, providing payroll and benefits overviews, and being a first point of contact
- Support the implementation and monitoring of employee policies
- Collect, maintain, and organize human resources and operational records

Operations (15%)

- Manage standard facilities, IT, and office management requests and concerns from staff
- Manage the purchase of office and IT supplies
- Spearhead and support special projects as they arise

We're looking for someone who is:

- **DATA AND TECH SAVVY:** You are a QuickBooks and Excel expert. You will not be intimidated by complex online government portals.
- **A PROBLEM SOLVER:** You take great joy in tackling complex problems and prompts, figuring out creative solutions to financial questions. You take a high degree of ownership over the quality of your work, ensuring that it is error free before submitting it to your supervisor. If you notice a mistake or discrepancy, you independently investigate until you get to the bottom of the problem.
- **DETAIL ORIENTED:** You naturally pay attention to the minute details of a project or task. Your work is always performed work accurately and thoroughly.
- **ORGANIZED:** You follow a systematic method of prioritizing, completing and documenting work.
- **SELF-SUFFICIENT:** You have the ability to thrive in a rapidly evolving environment and a strong comfort in dealing with ambiguity. You have the “can do” attitude needed in a small to mid-sized non-profit and you are willing to do what needs to get done.
- **INTRINSICALLY MOTIVATED:** You take pride in your work and stick to projects through completion.
- **CUSTOMER ORIENTED:** As a member of the internal support team, you provide willing and friendly service to staff. You warmly welcome and onboard new employees and support all staff with basic human resources and operational needs. When others have a question, you gladly provide assistance and support.

Qualifications:

- 3+ years professional experience in a non-profit setting managing the financial dimension of city and state government grants, ideally during a time of significant growth.
- Passion for our mission, desire to be part of a challenging legal practice making a difference in a child's life. Commitment to positive social change.
- A CPA or degree is a plus, but it is not required.
- Operational and/or human resource experience is a plus, but not required.

Compensation & Benefits

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

Apply

Please apply at <https://rework.theresumator.com/apply/MzP7GNDHXg/Finance-And-Operations-Associate>

Priority will be given to those applications submitted by Friday, February 15th at 9am EST; therefore, we encourage you to submit yours soon! Candidates that meet the minimum experience will be invited to complete a set of short answer questions, in lieu of a cover letter.

If you have any questions about the role, please feel free to email pvesnaver@koyapartners.com