



**GENERATION CITIZEN
ASSOCIATE, FINANCE & OPERATIONS
LOCATION: NYC**

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics. Nationwide, Generation Citizen is activating a movement of young people prepared to lead in our democracy.

Generation Citizen is nearing our 10th year of operations, serving more than 18,000 students across six sites (Central Texas, Massachusetts, New York City, Oklahoma City, Rhode Island, and the San Francisco Bay area) and beyond through remote partnerships.

ABOUT THE ROLE:

The primary role of the Associate, Finance & Operations will be to support the financial and operational systems that allow GC to run effective programs in six sites across the country. The Associate, Finance & Operations ensures that GC's financial records are accurate and up-to-date, that all invoices and reimbursements are processed in a timely manner, and that the organization consistently follows financial management best practices. The Associate, Finance & Operations plays a key role in systematizing processes in a growing organization and in ensuring that both national and regional staff have the tools they need to do their jobs. This role is primarily focused on finance, but will provide support to operations and HR functions and work closely with the rest of the national team, making it a great opportunity for an early-career professional interested in learning about all facets of nonprofit operations. This person will be a key individual contributor to our national Operations Team, which is comprised of our Finance Manager, Talent Manager, and COO, and will report directly to the Finance Manager.

RESPONSIBILITIES:

Finance

- Record all financial transactions in QuickBooks Online
- Manage monthly financial close process with external accounting firm
- Manage monthly staff expense reporting and reimbursement process
- Process all bill payments



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- Prepare invoices for school fee-for-service
 - Support annual audit, 1099 preparation, and other finance projects as needed

Operations and Special Projects

- Support staff onboarding and offboarding
- Handle basic office management tasks for NYC office and manage operations vendor relationships
- Support other talent and DEI (diversity, equity, and inclusion) projects as needed

THE FOLLOWING IS LIKELY TRUE OF OUR FINANCE & OPERATIONS ASSOCIATE'S EXPERIENCE:

- Early-career professional who is interested in jump-starting an operations and/or finance career in a mission-driven environment
- Experience managing complex processes with a high degree of accuracy
- Experience problem-solving and managing multiple work streams simultaneously in a fast-paced environment
- Experience working towards individual and shared goals while remaining people-focused and empathetic to the needs and experience of others

MINIMUM REQUIREMENTS PREFERRED:

- B.A. or B.S. degree, or equivalent experience
- Comfortable working with Google Docs/Sheets and MS Office applications
- Currently located in NYC Metro Area (or commitment to relocating) and able to work at our office in the Financial District
- Passionate about Generation Citizen's mission
- Familiarity with the basics of nonprofit accounting and financial management is a plus, but not required
- Experience with QuickBooks Online is a plus, but not required.

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- Strong attention to detail
- Process-oriented and capable of implementing and maintaining strong systems
- Commitment to handling confidential financial and employee information in a discreet and non-judgmental manner
- Ability to identify and solve problems in a fast-paced, dynamic environment
- Strong time management and organizational skills
- Strong written and oral communication skills and ability to maintain professionalism with diverse stakeholders
- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive organizational operations

OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not



discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student almost 10 years ago, and we're a team of educators, advocates, and youth organizers. What does this mean? We have an inherent appreciation for the "non-traditionals", untapped potential, and the diamonds in the rough. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

WHAT WE OFFER:

Generation Citizen offers a competitive salary commensurate with both soft and hard experience, with the potential for annual performance based raises. We offer a comprehensive benefits plan, covering the majority of the employee premium for all medical plan options. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time plus a winter break between December 24 and January 2 of each year, commuter benefits, and a 401(k).

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry, experimentation, failure, and resilience to inspire inventive outcomes, learning, and growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. **We appreciate if you could refrain from reaching out to GC team members directly to inquire about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Associate, Finance & Operations in seat by July 1.