



Job Title

Temporary Finance Assistant. Temporary for 4 – 6 months, extension possible. Part-Time, 20-35 hours per week, negotiable.

This is a remote position requiring occasional travel within the state of Maryland. Workday availability is preferred. Health insurance and prorated leave are offered.

Position Overview

The Maryland Coalition Against Sexual Assault (MCASA) is looking for a temporary Finance Assistant to help support the agency and staff as we all work together to end sexual violence.

The Maryland Coalition Against Sexual Assault (MCASA), a non-profit organization, is the recognized state anti-sexual assault coalition, and includes the State's rape crisis centers and others concerned with ending sexual violence. Our mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable. MCASA includes the Sexual Assault Legal Institute, a statewide legal services project helping survivors throughout Maryland.

At MCASA, we believe we cannot successfully serve others if we do not take care of ourselves. MCASA staff are encouraged to practice self-care and are supported in finding a positive work-life balance. This position, along with the rest of the agency, will entail significant virtual work and allow for flexible scheduling.

MCASA's temporary Finance Assistant will help support our daily financial operations for 4 – 6 months (extension possible). Tasks include supporting accounting, payroll, grant finances, banking, and fiscal data management for the agency. This position is primarily remote, however, occasional travel within Maryland may be required and applicants should either live in Maryland or be able to travel to the office within about 90 minutes. Reliable internet and cell phone services is required. This position reports directly to MCASA's Finance & Operations Director.

Responsibilities and Duties

- Assist in the verification, entering, and paying of bills, allocating as appropriate to grants.
- Assist in the entry of accounting information into QuickBooks as necessary, including vendor/employee information, deposits, and donations.
- Assist in the reporting of timesheet data to payroll vendor and recording of payroll into QuickBooks.
- Assist with financial aspects of grants.
- Assist with monthly bank reconciliations and monthly journal entries.
- Research banking options or other finance tools as directed.
- Develop skills needed to draft grant modification requests, including both numbers and narrative portions.
- Manage travel requests by verifying when funds are available, grant compliance and allocations.



- Assist with grant reporting, reimbursement requests, and applications.
- Assist with annual filing of 1099s and other tax forms, and PCI certification.
- Provide support to Finance & Operations Director in gathering information and responses needed for annual audit.
- Assist with various financial tasks while other finance staff is on leave or otherwise unavailable.

Qualifications and Skills

- Flexibility and willingness to pitch in when colleagues are not available or need assistance.
- Experience in accounting, payroll, or other discipline requiring working with numbers and advanced mathematic computational skills.
- Strong attention to detail.
- Strong verbal and written communications skills. Ability to communicate in person, by phone, via email, and in writing required.
- Patience and ability to draft written responses to government funder inquiries.
- Familiarity with federal and state financial grant management requirements preferred.
- Ability to consider and describe different options and approaches when problem solving.
- Experience in using QuickBooks Online for Non-Profits, Microsoft Excel, and database management.
- Ability to meet tight deadlines and work under pressure.
- Ability to work remotely (equipment is provided by agency).
- Availability to work the majority of hours scheduled each week during regular business hours Eastern Standard Time (EST).
- Fluent in English.
- Equivalent experience. Associate Degree combined with relevant skills may qualify. Note that MCASA values life-experience and a variety of work backgrounds
- Problem-solving ability and the ability to multi-task

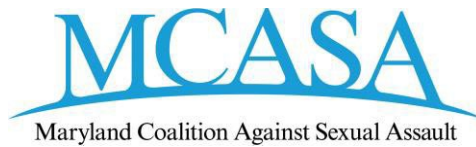
Classification: Non-Exempt

Salary: \$24.00/hour, 20-35 hours per week as negotiated for 4 – 6 months.

Benefits include health/dental/vision insurance for employee (organization pays 80%), paid time off, flexible schedule.

MCASA is committed to transparency, fairness, and equity in the hiring process. Compensation is determined based on education and work experience, victim services experience, and language skills. MCASA values a range of life and work experiences and encourages people to apply for positions they believe they are a good fit for, even if there are aspects of the job that they will have to learn.

MCASA sets salary ranges being attentive to compensation levels throughout the agency,



equity, and skill levels. The agency is mindful of the need to use objective criteria to ensure that new employees and current staff with similar credentials are paid fairly and the agency does not negotiate salaries with individual employees or applicants. MCASA does not consider prior salary history of applicants and requests that applicants omit this information from application materials.

MCASA's current benefits include:

- 80% of health insurance premium (3 plans to choose from)
- 100% of vision and dental insurance premiums
- Flexible work environment, including remote work, flexible hours, and supportive colleagues
- Paid sick and safe leave
- Twelve paid holidays
- Prorated leave based on their regular schedule (for example, if a position is 20 hours per week, leave is 50% of standard full-time employees who receive paid vacation beginning at 10 days the first 12 months)
- Three additional floating holidays (prorated) during the winter holiday season (12/15-1/7)
- Two personal days annually (Or 1 personal day if working 20 hours)

Other reasons you will love working at MCASA:

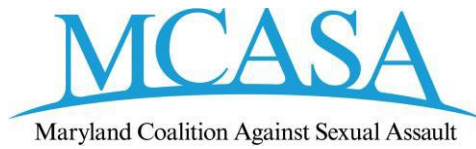
- Organizational commitment to survivor justice, sexual assault prevention, and offender accountability
- Organizational culture that is inclusive, supportive, and purposeful
- Balance between individual and collaborative work
- Professional development opportunities inside and outside the agency

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job is primarily remote with occasional travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



Most MCASA staff work remotely, with MCASA provided laptops and office supplies. In-person attendance for external meetings and court appearances may be required, and occasional in-person MCASA meetings are possible. MCASA employees have the option of working in office space in Silver Spring, Maryland, subject to available workspace.

EEOC statement

MCASA is an equal opportunity employer as required by law. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance.

To Apply

Send resume and cover letter to jobs@mcasa.org with “Temporary Finance Assistant” and your name in the subject line. No phone calls, please. Applications will be considered as received and applicants are encouraged to apply as soon as possible. Start date is as soon as possible.