



State Innovation Exchange (SiX) Senior Associate, Finance

About the State Innovation Exchange

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators- across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build capacity of state legislators by providing policy development, communications tools, and technical assistance.

About this Position

The Senior Finance Associate is responsible for the management of program and grant financials, and ensuring compliance with all contractual, financial and accounting procedures, as determined by SiX, SiX Action, funders, and state/federal accounting rules and regulations. This person will lead budget development, financial reporting, monitor program expenditures, and maintain financial filing systems. They will provide capacity development and technical support to program managers to strengthen project finance and grant management systems. The Senior Associate will also provide strategic recommendations to the Executive Team on modifications to financial systems and procedures as needed.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$75,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about our benefits and compensation philosophy is available [here](#). This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States, within one hour of a major airport. The position will require travel, possibly up to six times a year.

Role Responsibilities

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Senior Finance Associate, you report to the Vice

President of Operations and are responsible for delivering on the following expectations in your day-to-day work:

1. *Program and Grant Budget Support:*

- a. Reconcile all project budget expenses, and analyze financial data to inform program management. This includes making recommendations to Managers on mitigating risks for project budget over/underspend
- b. Produce financial narratives, project budgets and reports for proposals and grant reports
- c. Develop guidance for staff on how to code project-related expenses to align with organizational policy and funder restrictions;
- d. Maintain integrity of our project budget development process and systems for managing diversified and complex funding streams; identify places where our system can be more effective and efficient as we grow.
- e. Candidates should have experience creating, monitoring, and revising multiple projects budgets with varying levels of restrictions.

2. *Financial Analysis and Organizational Budgeting:*

- a. Analyze monthly financial statements prepared by SiX's and SiX Action's accounting firm for presentation to multiple audiences (i.e. program managers, Executive Team, Board);
- b. Assist in the development of financial dashboards for use in financial reports and presentations to board and other stakeholders;
- c. Recommend and report upon benchmarks against which to measure organizational financial performance;
- d. Support SiX and SiX Action organizational budget creation, budget projections and analysis of expenses
- e. Candidates should have an understanding of 501c3 and 501c4 finances and background in nonprofit financial analysis and projection.

3. *Organizational Accounting:*

- a. Help to maintain day-to-day accounting operations and control, including accounts payable and receivable;
- b. Coordinate timely submission of expense reports and documents necessary for monthly financial statements and liaise with accounting firm to ensure all finance transactions are categorized correctly completing a monthly reconciliation process to ensure financial statements are correct and updated, in accordance with project budgets, funder regulations, internal policies, and all applicable accounting standards;
- c. Maintain integrity of our internal accounting systems identify places where our systems can be more effective and efficient as we grow
- d. Candidate should back familiarity with generally accepted accounting principles; be detail oriented and be able to demonstrate skillful time and task management

4. *Compliance:*

- a. Assist in coordinating preparation of annual audit and tax filings;
- b. Monitor adherence to internal financial policies;
- c. Assist in development, implementation and monitoring of a grants and finance manual.

5. *Financial capacity building:*
 - a. Help to build financial literacy among staff across the organization and translate nonprofit financial reports and concepts to colleagues who do not have a financial background (i.e. creating written guidance, conducting staff trainings and other direct support to Management team).
 - b. Candidate should have strong written and verbal communication skills that can clearly, concisely, and compellingly convey financial information.
6. *Organizational Alignment:*
 - a. In partnership with the Vice President of Operations, ensure that the finance function meets its organization-wide expectations with regard to living our organizational values, practicing equity and inclusion, ensuring compliance with applicable rules and regulations, and achieving coordination and cohesiveness with SiX's strategic plan and overall programmatic goals.
 - b. Candidate should have demonstrated ability to collaborate across teams in a dynamic and multi-racial setting.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Senior Finance Associate you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You successfully execute the activities of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *Partner Engagement.* You are able to cultivate and maintain successful and professional partnerships with external stakeholders in the implementation of your work.
4. *External Communication and Brand Management.* You are able to advance the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
5. *Knowledge Management.* You are detail oriented and able to support in the collection, synthesis and dissemination of information about your team's work, internally and externally.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Fund Development.* You are able to assist with securing resources for the organization. Upon request, you may be asked to participate in the design and implementation of funding requests. You may be asked to participate in fund development, both in writing and in-person, to targeted audiences.
8. *Compliance.* You comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
9. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

Organizational Values

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As the Senior Finance Associate you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships with your speech or behavior has promoted inequity or exclusion.
2. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of “having each other’s back.” Resist habits of individualism and competition in favor of turning toward and building with one another.
3. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
4. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, “saying the thing,” graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
5. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
6. *Flexibility.* Embody a “getting to yes” attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
7. *Innovation.* Commit to learning and growing the organization’s work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.

How to Apply

Interested applicants should submit a compelling cover letter and resume as attachments to jobs@stateinnovation.org. Please indicate the position you are applying for in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled, although priority will be given to candidates who apply by Friday March 27th.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, people with disabilities, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.