



UNIVERSITY NETWORK FOR HUMAN RIGHTS

Horgan House, Wesleyan University Campus, 77 Pearl Street
Middletown, CT 06457
humanrightsnetwork.org

Position: Finance and Accounts Director

The [University Network for Human Rights](http://humanrightsnetwork.org) seeks highly motivated candidates with experience in finance and accounting in the non-profit/NGO sector to oversee the institution's finances, financial record-keeping, payroll and tax filings. The successful candidate will be primarily responsible for all aspects of financial management for a small but growing non-profit organization based on the campus of Wesleyan University in Middletown, Connecticut. This person will work with a small team at the office in Middletown and remotely with consultants and staff at other universities.

About the University Network for Human Rights

The University Network for Human Rights facilitates supervised undergraduate engagement in the practice of human rights at colleges and universities in the United States and across the globe. We partner with advocacy organizations and communities affected or threatened by abusive state, corporate, or private conduct to advance human rights at home and abroad; train undergraduate students in interdisciplinary human rights protection and advocacy; and collaborate with academics and human rights practitioners in other parts of the world to foster the creation of practical, interdisciplinary programs in human rights.

Location and Structure

The University Network is based in Middletown, Connecticut, on the campus of [Wesleyan University](http://wesleyan.edu). The organization, founded in 2018, has a small but growing staff. The finance and accounts director will work closely with the executive directors, researchers, administrative staff, advisory board, interns and students working with the University Network.

Description

The finance and accounts director will be responsible for managing processes to ensure budgets are accurate and expenses are fully accounted for on a monthly and quarterly basis and to ensure that payments, accounting, and related financial controls are operating according to plan. The finance and

accounts director will be responsible for filing all federal and state returns, overseeing payroll and compliance with state and federal tax law and guidelines. The director position will be located at the headquarters of the University Network for Human Rights in Middletown, Connecticut.

Responsibilities/Elements of the Position

Perpetual reviewing of actual spending against budget(s), as well as leading necessary actions needed for any expected shortfalls

Ensure timely cash flow forecasts

Direct budgeting, reporting, and forecasting projected expenses

Prepare financial reports to funders, including funding agencies, on each project in accordance with the guidelines of each grant or project

Requirements/Preferences

- Associate or Bachelor's degree in accounting/finance OR significant experience in accounting and finance, preferably in the non-profit/NGO sector.
- minimum two years of experience in the non-profit sector desirable
- Experience writing reports in finance
- Experience with internal control frameworks
- Experience managing short and long-term cash flow plans
- Background filing US 990 tax returns and state analogues
- Familiarity with external audit activity and filing of U.S. 990 tax returns
- Excel skills
- Fluency in English
- Experience in presenting to small and large groups including tailoring communication approaches to an intended audience desirable
- Ability to work long hours during peak times, for example to prepare annual financial reports

Preferred Skills/Abilities:

Certified Public Accountant (CPA)

Financial systems implementation experience

Data analysis experience

Compensation

Minimum \$50,000/calendar year salary (based on experience), plus generous benefits (Vacation Days, Sick Days, Religious Holidays, Institutional Holidays, and the option for Health Care Coverage)

About Middletown, Connecticut

Middletown is a city of nearly 50,000 residents with a thriving downtown area that hosts over sixty restaurants, coffee shops and eateries. The offices of the University Network for Human Rights is located on the campus of Wesleyan University, which describes itself as “a diverse, energetic liberal arts community where critical thinking and practical idealism go hand in hand.”

To Apply:

Please submit a cover letter, c.v. and the names of two references to:

applications@humanrightsnetwork.org

Please write in subject line, ‘Finance and Accounts Director’

THE UNIVERSITY NETWORK FOR HUMAN RIGHTS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQI AND GENDER NON-CONFORMING PEOPLE.