About OneTable: At OneTable, we support people to end their week with intention. As an online and in-person community, we help people in their 20s and 30s find, enjoy, and share Shabbat dinners, explore Judaism and Jewish practice, and make the most of Friday night. As we expand and evolve in cities across the country, we are looking for strong team members to help us grow our community. OneTable is a 501(c)3 organization with a $8M+ annual operating budget and growing. For more information: onetable.org.

JOB DESCRIPTION:
The Finance and Budget Associate role is a full-time staff member on the finance team and will report directly to the COO. The ideal candidate will develop positive, collaborative, and constructive working relationships with the entire Finance staff (including external bookkeepers) and with all departmental directors and staff. They will also have the ability to manage relationships and effectively communicate with program staff, the development team, and external patterns and vendors. As with all roles at OneTable, the role is iterative based on the needs of the department and organization and what we learn as we dive in together. The position is two-fold and the duties are outlined below.

Fiscal Duties
- Liaise and collaborate with outsourced vendor (bookkeeper/controller) to complete monthly financial reconciliations, maintain all A/R and A/P systems, ensure compliance with internal policies are adhered to
- Assign coding to cash receipts for the agency, applying to grants receivables, as appropriate.
- Works closely with the Development team to ensure reconciliation on a monthly basis of restricted and unrestricted revenue goals
- Organize financial data and create clear and accurate presentations (e.g. spreadsheets, graphics, and insightful summary material)
- Translate QuickBooks reports into monthly financial reports
- Manage and reconcile internal systems such as Stripe, Divvy, Tango, Bill.com
- Download data from OneTable platform and prepare files in Excel for Salesforce data upload
- Ensure income in Salesforce and is reconciled with Quickbooks

Grants Compliance Duties
- In collaboration with development and program teams, prepares budget reports and projections for funders while taking into consideration funder needs and requirements.
- Oversees the reporting of outstanding funding receivables, on a grant-by-grant basis.
- Supervises the monitoring of all contracts to ensure compliance with fiscal and programmatic reporting
- Working collaboratively with other team members to develop projections for programmatic outcomes
Requirements (must have)

- An ideal candidate would have experience in either non-profit finance or grants management on the finance side (do you tell stories in numbers?).
- You don't need to be an expert on all the things listed above, but you need to want to learn new things and get excited by the possibilities that exist.
- 1-3 years experience in the non-profit finance or development department
- Understanding of non-profit budgets, budget coding and bookkeeping
- Knows how to use a budget to tell a story and conversely translate a story into a budget
- Experience with supporting the creation of program budgets for grant submissions and funder reports
- Proficiency in using Excel and understanding/manipulating data
- Project management skills and ability to recommend more efficient systems (no system is sacred)
- Ability to very quickly jump in and figure things out independently
- Outstanding organizational, prioritization, time management and - most critically - execution skills

Helpful to have

- Salesforce proficiency, especially in running reports and creating dashboards
- Understanding of Shabbat
- Familiarity with some type of accounting software (we use Quickbooks)

Salary and Benefits Package:

The salary for the Associate position starts at $60,000. If you have significantly more experience then please indicate what that is on your cover letter and we may consider hiring at a more senior level.

- Health insurance - medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents Pre-tax commuter benefits, flexible spending account, short and long-term disability, and life insurance
- Paid for all office holidays/closures + 10 days PTO
  - In addition to the 10 PTO days, the OneTable offices are closed during the week of July 4th and the week between Christmas and New Years
  - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm every Friday and at 12:00 pm on the First Friday of each month.
- Start Date: Immediately

Location: OneTable offers a flexible hybrid work policy. Full-time employees may choose to work from an office space (3-5 days a week) or fully remote. OneTable's major markets
include Atlanta, Bay Area, Boston, Chicago, DC, Denver, Miami, Los Angeles, Philadelphia, Pittsburgh, New York.

To Apply:

Click to fill out our online application and include a cover letter that explains how your experience matches the technical requirements for the position:

www.onetable.org/careers-apply

Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of Cover Letter and Resume
- Applicants that move forward will interview with a member of OneTable's team.
- Applicants that move forward after the first round will interview with the COO.
- Applicants that move forward after the second round interview will be asked to complete a digital task.
- There may be additional conversations with colleagues with whom they would be working with.
- Reference checks from two employers, including at least one recent supervisor

Note: OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with “field insiders,” OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into the selection of candidates for interviews.

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Asian, and Indigenous people, Black Jews, Jews of Color, Sephardi and Mizrachi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.