



**Finance and Operations Coordinator  
Soccer Without Borders  
Baltimore, MD - Hybrid**

**The Opportunity**

Soccer Without Borders (SWB) is seeking a Finance and Operations Coordinator to join our team at an exciting moment in our organizational history. Approaching 20 years of impactful direct service with a focus on social inclusion of refugee and immigrant youth and marginalized girls, we are expanding our scope to contribute on a wider scale, while continuing to deepen our impact locally at our Hubs. We are seeking a motivated and well-rounded professional to work alongside our Maryland and Finance teams to support operations at our global headquarters in Baltimore and complete weekly bookkeeping processes. This position is a unique opportunity to impact thousands of youth around the world as a member of a dynamic, diverse, and welcoming team. SWB is growing and this position has the opportunity to grow with the organization.

**The Organization**

As one of the few global languages, soccer has the power to shape the world for the better. Soccer Without Borders (SWB) uses soccer as a vehicle for positive change, providing under-served youth in the U.S. and abroad with a toolkit to overcome obstacles to growth, inclusion, and personal success. Founded in 2006, Soccer Without Borders is a leading non-profit in the sport-for-development sector, recognized by the FIFA Diversity Award, the Lipman Family Prize from the Wharton School of Business, the Robert Wood Johnson Foundation Sports Award, and two Beyond Sport Collective Impact Awards. With a focus on social inclusion of newcomer youth and girls, our holistic programs provide participants with a platform for positive engagement, an avenue for personal growth, and a toolkit for a brighter future.

**The Candidate**

We value transferable skills, lived experience, and diverse perspectives. The candidate should be eager to learn and excited to grow. This is a perfect opportunity for a recent graduate or someone looking for a career change into non-profit management.

Essential skills or experience for this position include:

- Attention to detail, and strong organizational and communication skills
- Aptitude for technology tools and an interest in learning about integrations
- Interest in business operations, both financial and logistics
- Able to work independently, conduct research and problem solve
- Ability to prioritize tasks and manage time effectively
- Commitment to the mission and values of Soccer Without Borders
- Familiarity with Excel and Quickbooks, or other accounting software
- Basic understanding of financial principles and budget management

Desired skills and experience for this position include:

- Spanish language skills
- Prior internship or coursework related to finance, accounting or operations
- Knowledge about grant management processes
- Experience with a team sport and/or sports-based youth development organization

## **The Position**

This position will plan an important role on our Finance team as well as supporting operations at our headquarters. **It is a hybrid role, with at least 2 days in the office required, more would be welcomed.** The position has mission-critical responsibilities and growth potential.

### **50% Finance**

- ***Bookkeeping***
  - Review international ledgers monthly and accurately enter into Quickbooks
  - Support with accounting entries for amortizations, grant restrictions and releases, and asset depreciation
  - Maintain up-to-date books in order to close monthly
- ***Accounts Receivable and Payable***
  - Enter weekly accounts payable, preparing bill payments for approval by the Director of Finance and Operations
  - Enter accurate information and timely payments for contract employees and outside vendors not payable by credit card
  - Monitor and approve purchases of 40+ cardholders through Abacus, elevating to the Finance Manager when needed.
  - Together with the Advancement Team, enter donations into HubSpot and send tax receipts
- ***Implementation of GAAP accounting & audit schedules preparation***
  - Support with the preparation schedules and open items requested during the annual independent audit

### **20% Technology Operations**

- ***Policies and procedures***
  - Research and draft policies related to our tech offerings, including laptop purchases and useful life, cell phone plans, and make recommendations to the Finance Director
- ***Procurement and Disbursement***
  - Purchase technology as needed for new staff, load with relevant software, and ship
  - Maintain technology inventory
- ***Research***
  - Stay up to date of tech tools that might make SWB Finance and Operations more efficient and cost effective
  - New software or hardware research as needed and share findings with the team

### **20% Building Operations and Logistics**

- Serve as primary point person for Collective Impact Team apparel and shipments to and from headquarters
- Pay for monthly utilities and discuss any rate changes, concerns, or new opportunities with team
- Receive and open mail at least 2x week
- Deposit checks weekly
- Serve as first point of contact for building contractors as needed
- Maintain general organization of the headquarters space, especially in preparation for large events

### **10% Other needs that arise**

- This could include direct service opportunities, supporting SWB Maryland program participants with homework, soccer or other community-building activities

## **Compensation Philosophy**

Soccer Without Borders values all contributions to the mission and prioritizes internal compensation equity over external benchmarks. We invest our resources in mission delivery first and foremost, and view resource development and stewardship as a full team effort. We approach staff wellness and benefits holistically, investing in staff development, training, professional growth opportunities, travel opportunities, team-building, and empathetic work environments in addition to base compensation and benefits. This whole-person approach has led to an average annual retention rate of over 90% for full-time staff. In short, we work hard to live our values and are seeking a teammate who aligns with this philosophy. Coordinator pay at SWB ranges from \$42,000 - \$50,000. Benefits include employer sponsored health, dental and vision plans, 401k plan, 15 paid holidays, paid sick leave, paid family and medical leave, flexible vacation leave up to 4 additional weeks, and paid sabbatical leave after 5 years.

## **Surrounding Supports & Reporting Structure**

This position reports directly to the Director of Finance and Operations, and coordinates on-site responsibilities with the Director of SWB Maryland. This position is a member of the Finance team, on the Collective Impact Team. In this role you will have the unique opportunity to work with staff across the organization, supporting the important work to make our on-field operations happen. As part of a growing organization, you will also have the opportunity to grow in the role.

## **Application Process**

To apply for this position, please send a cover letter and resume to Ruben Kahvedjian at [ruben@soccerwithoutborders.org](mailto:ruben@soccerwithoutborders.org). Please include the name of 3 references with your cover letter. Applications will be accepted until the position is filled; preference will be given to applications submitted prior to August 30th as we are hoping to hire as soon as possible.

Soccer Without Borders encourages persons of any race, ethnicity, faith, sexual orientation, gender identity, and background to apply. Unfortunately, SWB is not able to provide visa sponsorship. Soccer Without Borders believes that diverse perspectives and experiences make our team stronger and are actively strengthening our inclusive and anti-racist staffing practices. Our current team comes from 13 countries and speaks 19 languages, including 40% who are program alumni. We look forward to meeting you!