The Opportunity
Soccer Without Borders (SWB) is seeking a Finance Professional to join our team at an exciting moment in our organizational history. After 15 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 an energetic and well-rounded professional to work alongside organizational leaders to ensure efficient and responsible financial systems, including accounting of grant funding, donor contributions, and organizational expenses. This position is a unique opportunity to impact thousands of youth around the world as a member of a dynamic, diverse, and welcoming team.

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 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
Soccer Without Borders is seeking a Finance professional who is enthusiastic about joining our team at this exciting moment. Beyond the core responsibilities in finance, we are open to rounding out this role with opportunities to contribute across staffing, IT, operations, or grants accounting.

We value transferable skills, lived experience, and diverse perspectives. Essential and desired skills and experience for this position include:

- Familiarity with and confidence in managing Quickbooks or Quickbooks Online (or the equivalent) is a must. Demonstrated experience with software integrations such as donor CRMs, bill pay systems, and payroll systems is also a must.
- At least 3 years of significant professional experience with increasing responsibility and ownership (full-time or equivalent). Manager-level candidates at Soccer Without Borders will typically have 5+ years of experience and demonstrated ability to manage others and take ownership of work streams.
- Professional maturity to work effectively across locations/time zones is a must.
- Prior experience in the social impact sector and/or non-profit accounting is a plus.
● Bachelor’s Degree in Accounting or Finance or the equivalent in directly transferable work experience and certifications is preferred.
● Spanish language skills are a plus.

The Position
This role will contribute meaningfully to the efficiency and sustainability of Soccer Without Borders. The position is envisioned with seven major areas of responsibility, but can flex to accommodate the right candidate’s unique interests and skills:

● **Bookkeeping**
  - With support from the Finance Associate, manage the weekly bookkeeping and accounting function using Quickbooks Online for Nonprofit software for a $3 million budget
  - Oversee and maintain all Quickbooks Online integrations, including payroll entries, online donations, credit card transactions, and ACH transactions
  - Manage accounting entries for amortizations, grant restrictions and releases, and asset depreciation

● **Accounts Receivable and Payable**
  - Oversee accounts payable, preparing payments for approval by the Managing Director of Finance and Operations
  - Ensure payments to contract employees and outside vendors not payable by credit card
  - Coordinate with Directors and Advancement staff to ensure correct and timely grant invoicing and recording of pledges and contracts. Track and follow up on outstanding receivables, elevating to the Managing Director when needed
  - Manage credit cards and other payment methods including Petty Cash.

● **Implementation of GAAP accounting & audit schedules preparation- Essential**
  - Prepare schedules and open items requested during the annual independent audit
  - Support Directors to assemble necessary financial information for grant reports
  - Close books monthly in preparation for reconciliation of credit cards and bank accounts by the Managing Director.

● **Compliance, risk management & insurance**
  - Maintain and support the evolution of internal controls and procedures for a growing organization, both nationally and internationally.
  - Work with our compliance partner to file all necessary tax and public charity paperwork to remain in good standing across all relevant agencies.
  - Manage organizational risk by ensuring accountability to the Financial Standard Operating Procedures and flagging deviations for the Managing Director.
  - Negotiate and manage insurance policies including organization-wide policies as well as state workers compensation policies and auto policies.

● **Policy and procedure compliance management & teaching**
  - Oversee systems for documentation of all expenses, revenue, grant contracts, and staff agreements
Train all relevant staff in expense and revenue management policies, and ensure controls for these procedures.

Identify and implement solutions for increased efficiency and efficacy.

**Technology Systems**

- Manage SWB-wide technological systems including Slack, Zenefits, Gmail administration, and any additional apps or integrations necessary to execute finance and operations functions.
- Oversee efficient data management in the Kindful donor system to ensure accurate, timely information and effective use across SWB hubs.
- Recommend and test new technologies to improve organizational efficiency.

**Organizational participation**

- Together with other team members, supports the implementation of the strategic goals of Soccer Without Borders.
- All Soccer Without Borders administrative roles encourage up to 10% direct program experience, balancing the behind-the-scenes perspective with that of our mission in the field.

**Opportunities for growth and learning**

Soccer Without Borders supports all staff to advance their technical, interpersonal, and leadership skills through in-house training, collaborative projects, direct service opportunities, and paid professional development hours. With a diverse staff spread over multiple locations, continuous learning opportunities through shared experiences, discussions, and trainings are frequent. Some opportunities that have been recently provided in this role include:

- **CNAP certification from FMA**
- **Creating Belonging series focused on social inclusion and social justice topics most relevant to Soccer Without Borders’ mission**
- **Domestic and international program hub visits**
- **How soccer can support newcomer Afghan youth workshop series**
- **Diversity, Equity, and Inclusion committee participation**
- **Budget and program planning booster series**
- **Management booster series**

**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, wellness days, 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.
The base salary for this position ranges from $50,000-$59,000. Benefits include a health care plan reimbursement, 401k plan, 19 paid holidays, paid sick leave, full-time staff protections such as worker's compensation insurance, unemployment insurance, paid family and medical leave, flexible vacation leave up to 4 additional weeks, and paid sabbatical leave after 5 years. Most importantly, you will be joining a team of passionate and caring people who enact our mantra "we're glad you're here" every day.

**Surrounding Supports & Reporting Structure**

This position reports directly to the Managing Director of Finance & Operations, and oversees the Finance Associate and all relevant service providers for compliance and bookkeeping. The Manager will work closely with colleagues in people & culture and development operations, as well as Program Leaders across all Hub locations. Soccer Without Borders' international headquarters are based in Baltimore, MD. This position will be expected to work from the office headquarters regularly, with occasional flexibility to work from home. The Manager is part of the Collective Impact Team, the administrative support team of Soccer Without Borders which provides organizational leadership and staff support across all administrative, fundraising, and program lanes. In addition to staff support, SWB leverages the expertise of over 50 Advisors and Board members.

**Application Process**

To apply for this position, please send a resume and cover letter (can be in the body of the email) to Lucas Holmes, staffing@soccerwithoutborders.org. If you are an experienced candidate who is interested in requesting an informational interview to explore if the position could be a fit before applying, please reach out to Lucas explaining your interest and questions, and include a resume or LinkedIn profile.

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% of whom are program alumni. We look forward to meeting you!