

## **Tennessee Immigrant and Refugee Rights Coalition**

### **Position: Finance Coordinator**

Full-Time Exempt Position. Based in Nashville. Reports to the Senior Operations Director.

### **ABOUT TIRRC**

The Tennessee Immigrant & Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration. Our mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive. TIRRC has an affiliated entity, TIRRC Votes, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although TIRRC and TIRRC Votes share a common goal of building power for immigrants and refugees in Tennessee, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

### **ABOUT THE POSITION**

TIRRC is seeking an enthusiastic Finance Coordinator to perform day-to-day bookkeeping tasks, work closely with the finance team, and help ensure the organization's long-term financial stability and health.

### **CORE RESPONSIBILITIES:**

#### **Finance Administration**

- Perform day-to-day bookkeeping tasks for TIRRC and TIRRC's affiliated 501(c)4, TIRRC Votes, including daily documentation of all monies paid and owed to the organization, arranging for payment of all organizational expenses, collecting cash payments, banking activities, etc.;
- Reconcile all credit card expenses with the organizational budget and track spending by program;
- Track receipts and substantiating documentation for all incomes and expenses;
- Perform organizational banking activities; including bi-weekly remote deposits;
- Assist Finance Manager with financial reports and audit and tax preparation.

#### **Payroll Coordination**

- Run bi-weekly payroll for all part-time and full-time staff of TIRRC;
- Run seasonal bi-weekly payroll for all part-time staff of TIRRC's affiliated 501(c)4;
- Coordinate documentation and processing of staff reimbursements;
- Work closely with the finance team regarding bi-weekly payroll, tracking spending, and monthly reimbursement processes.

Job responsibilities include but are not limited to those listed above. As with every position at TIRRC, every person in the organization will assist their colleagues to ensure a cooperative environment and respond to the needs of the moment. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **QUALIFICATIONS & EXPERIENCE:**

- Belief in TIRRC's mission and experience with social justice;
- Minimum 2 years experience with internal organizational operations;
- Experience working with spreadsheets such as Excel and Google sheets;
- Excellent skills in organization, communication, and attention to detail;
- Excellent skills in communication with experience collaborating in a multidisciplinary, diverse, and

dynamic team;

- Ability to work on deadline, track numbers, and juggle multiple priorities;
- Fluency in English required, fluency in an additional language preferred;
- Availability to work flexible hours, including nights and weekends
- Must have reliable transportation.

**SALARY AND BENEFITS PACKAGE:**

**Salary Range: \$46,000-51,000 depending on experience**

Benefits: Full-time TIRRC employees are eligible to receive medical, dental, and vision insurance with 100% of the medical employee premium covered by TIRRC, participate in a 401K retirement plan, and receive 24/7 access to an Employee Assistance Program. In addition, TIRRC provides paid leave including up to 15 vacation days, 13 paid holidays, and 3 weeks paid sick leave in an employee's first year and 6 weeks of paid parental leave.

Please submit a resume and cover letter to [jobs@tnimmigrant.org](mailto:jobs@tnimmigrant.org).