



"Together, we create life-changing wishes for children with critical illnesses."

JOB ANNOUNCEMENT

Finance & Operations Associate – Full Time/Exempt
Make-A-Wish Orange County and the Inland Empire®
Salary Range: \$66,560/annually

Job Summary:

At Make-A-Wish Orange County and the Inland Empire, we grant life changing wishes to children with critical illnesses. The Finance and Operations Associate is responsible for providing financial, administrative, and clerical support to the organization's finance department. Partners with the CEO and Shared Financial Services to process check requests and AP submissions and complete payments, submit for checks, maintains historical records and correct approvals, processes payroll, and ensures timely month end closings regarding miscellaneous deposits and AP. Responsible for day-to-day management of all vendor accounts, office technology, bank fraud management, balances, and AP email.

Essential Job Functions and Responsibilities:

Account Payables – 45% of time

- Creating and submitting payables through ACH and paper checks, processing payables
 - Operational expenses including rent, benefits, 403b account reconciliation
 - Wish Assist including receivables
 - MAWA chapter dues
 - SFS fees and license maintenance
 - Vendor remittance
- Create new vendor tickets, including the issuing of W9s
- Sales Tax Submission

IT – 20% of time

- Triage all employee and office IT issues including generating tickets for National IT, and resolving internet issues
- Office technology
- Network liaison
- Phone system to include generating tickets, employee training, re-assigning phones, server connections
- Conference room cameras
- Copier maintenance
- New hire technology setup including employees with home offices

Payroll – 20% of time

- Create weekly timesheets for accruals
- Generate reports for vendor journal entries, enter payroll and run payroll
- Onboarding new team members
- Staff Training Calendar and meetings
- Posting of vacant positions

As needed – 15% of time

- Program
- Reconcile posted & actual cash expenses within the wish budget

- Save & file missing invoices
- Submit cash adjustments to SFS
- Wish Assist
- AR- Create wish assist tickets in Jira
- Follow up on outstanding payments
- Work with VP of Mission Delivery to ensure timely submissions
- Other duties as assigned

Core Competencies

This position has a high level of professionalism, is extremely organized and can demonstrate a strong ability to prioritize work. They will bring creativity, entrepreneurial spirit energy, outstanding interpersonal skills, and a commitment to professional fundraising ethics.

- Must have exceptional attention to detail to ensure tasks are completed thoroughly and correctly
- Strong organizational and time management skills, and ability to complete a wide variety of tasks
- Must be a self-starter and driven
- Excellent communication and interpersonal skills to interact positively with all employees
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office and Microsoft Teams, Salesforce and RE
- Flexibility to help adjust to new tasks as needed

Job Skills and Qualifications:

- Bachelors degree
- 2 years of relevant accounting experience
- Excellent interpersonal skills and the ability to communicate effectively with at all levels inside and outside of the organization
- Demonstrated high level of accuracy
- Ability to multitask & organize work load
- High level of computer literacy required, including proficiency in Microsoft Office Suite and Salesforce
- Ability to speak, read, and write in English.
- Requires a passion for and commitment to the work of Make-A-Wish.
- Requires reliable transportation, the ability to lift 25 pounds in and out of a vehicle, sit and work at a computer or stand for periods of time.

Working safely is a condition of employment. Make-A-Wish Orange County and the Inland Empire is a drug-free workplace. The employee will be expected to work the hours necessary to meet the position requirements.

Make-A-Wish Orange County & the Inland Empire is committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming. Make-A-Wish is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Make-A-Wish Foundation is committed to providing reasonable accommodations, as required by law.

TO APPLY:

Submit cover letter and resume to jobs@ocie.wish.org

Subject line should read "Finance & Operations Associate "