

Position Title: Finance Specialist

FLSA Status: Full-time

Starting Salary: \$15.00/hour

Benefits: Once eligible, 3% match for Individual Retirement Account

Supervisor's Title: Finance & Administration Director

Location: Buffalo, NY

Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Website: www.wedibuffalo.org

Programs Overview:

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

Position Summary:

WEDI's Finance Specialist will assist in the management of grants submitted by WEDI's Operations team and will work closely with WEDI Program Directors and Finance Team. The Finance Specialist is responsible for preparing and managing grant reports that support WEDI's goals and meet funder guidelines and criteria. This position will serve as the primary Finance Specialist, engage in compliance and reporting, and support special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

Essential Functions and Responsibilities:

- Draft grant report narratives and budgets while collaborating with Program Directors, Finance Department and Operations Department.
- Primary liaison between Program Directors, Finance Department, and Operations Team
- Ensure that grants are allocated weekly by Program Directors
- Responsible for maintaining an organized system for tracking and reporting purposes

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

- Compile, maintain, and organize salary certifications bi-weekly
- Maintain master calendar of grant reports
- Maintain grant compliance and reporting, including outcome measurement and grant budgets, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness
- Notify leadership for reimbursements and drawdowns as needed
- Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories
- Allocate all expenditures of each grant within the Accounting System
- Assist in the annual audit and periodic internal audits
- Other duties as assigned

Required Qualifications:

- High School diploma with 1-2 years of work experience with nonprofit administration, grant writing, or relevant experience
- Demonstrate analytical and persuasive writing skills experience as well as editing skills
- Demonstrate strong project management skills
- Intermediate to expert skills in Microsoft Office (Word, Excel, PowerPoint, SharePoint)
- Strong analytical, math and auditing skills with willingness to use qualitative and quantitative data in decision-making
- Strong communication skills and an ability to adapt to a wide variety of audiences, including clients, supervisors, peers, and external partners
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Very organized, detail-oriented, and fast and comfortable with various computing programs, primarily QuickBooks
- Demonstrated ability to meet deadlines with a high level of accuracy
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment

Physical Demands:

- Sitting in meetings for long periods of time, at times between one and two hours.
- Visiting local businesses by car, walking, or public transportation.
- Frequent alpha/numeric keyboarding as well as oral communications.
- Ability to view a computer monitor for long periods of time.



Organizational Policy/Procedure Compliance:

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexual, violent, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to jobs@wedibuffalo.org.