

Financial and Administrative Officer
Full Time
Remote, US based

Position:	Financial and Administrative Officer
Reports to:	Executive Director
Duration and contract type:	Open ended, full time

Position Summary

The Financial and Administrative Officer supports the entire staff in ensuring payments are made on time, operational and administrative needs are met and overall activities and events run smoothly.

Reports to the Executive Director but supports all staff.

About The Signals Network

[The Signals Network](#) (TSN) is a 501(c)3 organization dedicated to supporting whistleblowers who risk their livelihoods to share public interest information with the press. Founded in 2017 by journalists, whistleblowers and lawyers, TSN operates internationally to hold powerful interests accountable. TSN provides customized support to a selected group of whistleblowers who have contributed to published reports of significant wrongdoing. This support may include legal, psychological, physical safety, temporary safe-housing, online safety, career support and communication support.

To support whistleblowers and hold power to account, The Signals Network is developing an end-to-end approach that includes: **empowering** workers to stand up to power and speak out about wrongdoing; **protecting** whistleblowers who contribute to published reports of wrongdoing; supporting collaborative **investigative reporting** on wrongdoing; and, advocating for lasting **change** as a result of whistleblower revelations.

The Signals Network actively supports dozens of whistleblowers across the world. These courageous individuals have provided information on the biggest media stories of our time, including Big Tech data violations, government and corporate corruption, #MeToo abuses, political propaganda online, health hazards and more to a range of international media outlets, including *The New York Times*, *The Guardian*, *Le Monde*, *BBC*, *Der Spiegel* and *The New Yorker*.

Responsibilities

Financial/bookkeeping responsibilities include:

- Support aspects of general ledger and budget forecast in coordination with the Executive Director and working with external CPA ;
- Provide information to external CPA ;
- Oversee payroll and accounts receivables and payables within Quickbooks online ;
- Assist with payment of grants from the WPP Fund ;
- Work with external CPA to create more orderly accounting filing system ;
- Help prepare our 990 and annual audit in coordination with the Executive Director and working with external CPA ;
- Enforce procurement policy ;

- Seek and encourage cost savings.

Administrative/Operations responsibilities include:

- Support operations systems, including HR and insurances ;
- Oversee info@ email and answer or forward relevant requests ;
- Oversee expense policy, Expensify and contact with HR and tech service providers ;
- Keep team tracker, PTO and overall team calendar in order ;
- Assist in scheduling travel and other one-off events ;
- Assist with Board/Committee meeting preparation ;
- Schedule and oversee team meetings and retreats ;
- Draft memos as needed.

Qualifications

Experience

- Proven work experience as a Finance and Administrative Officer or similar role ;
- Solid knowledge of office procedures ;
- Experience with QuickBooks Online, Office management software like MS Office (MS Excel, MS Word, MS PowerPoint specifically), Expensify aGusto ;
- Strong organization skills with a problem-solving attitude ;
- Strong mathematical skills, particularly in relation to accounting ;
- Excellent written and verbal communication skills ;
- Attention to detail.

Education

- Bachelor degree ;
- Financial certifications are a plus (CFA, CPFO).

Salary and benefits:

- US\$54,000 ;
- TSN offers health and workcare benefits and a generous time-off policy.

Location

- Remote work. Team is currently located on the East Coast and in Europe. Eastern time zone is preferred.

The Signals Network strives for justice, equity, diversity, and inclusion (JEDI) and prioritizes these values in our organization, programming, and employment practices. JEDI is at the forefront of our strategy and culture, and we are committed to building a team that represents a variety of backgrounds, perspectives, cultures, skills, and experiences, knowing that the more inclusive we are, the more successful we will be. We are an equal opportunity employer.

The Signals Network actively seeks a diverse applicant pool and encourage candidates of all backgrounds to apply. The Signals Network does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity.

To apply

Please send your application, as PDF documents, by November 6, 2023 to info@thesignalsnetwork.org.

Please include:

- A cover letter with
 - Your possible start date
 - Your current location where you are working
- A CV/resume