



**JOB ANNOUNCEMENT**

**Title: Financial Associate**

DCADV is committed to anti-oppression principles and is actively working towards advancing equity and justice. DCADV is an equal opportunity employer and welcomes everyone to our team. The **Financial Associate** is a key member of the DCADV Administrative Team. This part time position will be responsible for several fiscal functions, including accounting, fiscal reporting, and contract management. DCADV uses QuickBooks as our main accounting system and strong knowledge of Quick Books is essential. DCADV has a hybrid work policy after completing orientation.

**Reports To:** Director of Finance & Operations   **Status:** Part Time/24 Hours per Week  
**Hourly Wage:** \$25.00

**Job Responsibilities:**

- Assist the Director of Finance and Operations with managing / maintaining accounts records in QuickBooks and excel, financial reporting, budget creation and allocations.
- Provide support in managing foundations, state, federal grant budgets / reporting.
- Create expense and budget reports for programs and project planning.
- Provide assistance to subcontractors, track sub-contracts reporting and invoicing
- Assist in preparation of annual budget, audit and 990.
- Participate in DCADV activities and events as part of the staff team.

**Qualifications:**

- Bachelor's degree or comparable experience in accounting, finance, or business with a minimum of 2 years' experience managing non-profit budgets and contracts;
- Demonstrated experience in accounting software including QuickBooks; proficiency in MS Excel (*intermediate to advanced*)
- Strong analytical and problems solving skills and ability to work independently.
- Excellent time management and organizational skills with the ability to manage and meet multiple deadlines, with a high level of attention to detail.
- Excellent communication skills and an ability to work collaboratively.
- Knowledge of and interest in nonprofits and the communities they serve.
- Willingness to participate in DCADV's efforts to advance racial equity;
- Technology skills, proficiency in Microsoft Office Suite and online communications.

**To apply:** Please send a resume and cover letter via e-mail to: [jobs@dcadv.org](mailto:jobs@dcadv.org). Interviews will commence as soon as possible. No phone calls, please. **Applications without a cover letter will not be considered; note experience with QuickBooks.** For more information about the position, see DCADV's website at: [www.DCADV.org](http://www.DCADV.org)

DCADV is a statewide, non-profit, advocacy agency located in Wilmington, DE. We are an Equal Opportunity Employer. We value a diverse workforce and an inclusive culture.