

FINANCE ASSOCIATE

OVERVIEW

The American Dream – the aspiration that all children should have opportunities to climb the economic ladder – is at risk. In the 1950s, more than 90% of American children grew up to earn more than their parents did. Today, only 50% of children do so.

The mission of the [Equality of Opportunity Project](#) (EOP) -- a joint initiative of faculty at Stanford, Harvard, and Brown universities -- is to revive the American dream. We seek to develop scalable policy solutions that will empower families to rise out of poverty and achieve better life outcomes. We do this by harnessing the power of big data through high quality research to learn from areas where the American Dream is still thriving. We study economic mobility through lenses such as education, neighborhood environments, and health to understand the drivers of economic opportunity in the country and give local policy-makers customized data and insights to help them craft effective policy solutions. (You can hear an overview of our work on this [Freakonomics podcast](#).)

The project's work to date has shaped policy discussions at the national and local level, with nearly a dozen of its studies covered on the front pages of major media outlets, such as the [New York Times](#) and [Wall Street Journal](#) and cited in congressional testimony and the President's State of the Union addresses. This work has led to direct impacts on a broad range of decisions by local policy makers, ranging from school districts to housing authorities.

Our team, led by MacArthur "genius" award winner [Raj Chetty](#), [John Friedman](#), and [Nathan Hendren](#), consists of leaders from academia, policy, and management, supported by a staff of approximately 40 members who share a passion to revive the American Dream. We are now seeking a Finance Manager who will report directly to the Director of Finance and Grants Management and will manage all day-to-day finance operations for the Equality of Opportunity Project. The Finance Associate will work closely with staff to education and assist them with finance and accounting procedures, but also to explore how the finance function can support our overall operations and mission delivery.

RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of EOP's financial status.
- Assist leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results

- Manage all financial and grants accounting in compliance with university accounting procedures; ensure that expenditures are consistently aligned with grant and program budgets; collate financial reporting materials for all grants.

REQUIREMENTS

BACKGROUND/EXPERIENCE

- Prior nonprofit finance experience with a successful track record for at least 5 years
- Minimum of Bachelor's degree in Business or Finance

SPECIFIC JOB SKILLS

- Exceptional management skills
- Ability to coordinate audit activities and manage reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate, or foundation grants is essential
- Ability to navigate complexity of systems within a university
- Technology savvy with the ability to manage data for financial reporting quickly and effectively
- Personal qualities of integrity and credibility, and a commitment to the mission of EOP

COMPETENCIES

- Confidence and enthusiasm
- Results oriented
- Able to work independently; entrepreneurial
- Personal obligation to uphold organization's expectations
- Personal accountability for consistent application of processes and policies
- Open and willing to engage other roles when appropriate

REPORTING LINES

- Reports to Administrative Director
- Direct reports: none

LOCATION

- Cambridge, MA

HOW TO APPLY

Please submit a cover letter and resume to Caitlin Petruska-Mancinelli (at Caitlin_Petruska@brown.edu) and Alaina Angellis (at Alaina_Angellis@brown.edu) detailing your qualifications and interest in joining the EOP team.

In addition, please prepare to submit a cover letter, resume and names and contact information for 3 references through the online application on the Harvard Careers website (additional information forthcoming).