



Financial Specialist for a Passionate Non-Profit Impacting Kids

MAPSA's Financial Specialist ensures that the organization stays on a positive track towards sustainability. Details are key. The Financial Specialist will make sure that our team has up-to-date information and understands what it means. Our team can take comfort in knowing our benefit management practices are sound and compliance is the name of the game.

As MAPSA's Part-Time Financial Specialist, in a typical day you might:

- Manage the renewal process for employee benefits
- Update QuickBooks with payroll and benefit allocations
- Meet with our strategy team to evaluate policy and process
- Chat with fellow team members about upcoming deadlines
- Consult on the make-up and frequency of a journal entry
- Prepare reports for an A-133 audit
- Gather information to complete our annual health insurance census
- Lead an audit team to an audit victory
- Review the past month's journal entries to ensure our books are spot on
- Cut checks to keep our providers happy
- Generate financial statements for the MAPSA Board
- Track down time logs and expense reimbursements to process payroll

This job might be for you if:

You believe numbers have the most interesting story of all to tell. You celebrate the success of numbers balancing. Some may call you a number nerd but you know they are just jealous of your super skills.

You are seeking a part-time position with full-time impact. You have a lot to offer and want to be part of something great. You may work part-time but you are fully invested in making a significant impact.

You pay attention to the details. You stay focused, and nothing falls through the cracks on your watch. You are able to delegate to others and help the team stay on task.

You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.



You're a people person. You like to work with others and feed off their creative energy. You enjoy a flexible work environment and a supportive team culture.

You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of your role and truly make a difference.

To land this role, you need to have some experience in work that requires an extreme appreciation for detail and accuracy. It doesn't need to be extensive experience as long as we can see where you picked up your finance guru skills somewhere in your cover letter or resume.

Send your cover letter and resume to HumanResources@charterschools.org by Friday, August 28th and tell us why you want to be a part of our team!