

## UCSB Officer of Finance and Accounting

This position serves to bring initiatives from the chalkboard to reality. Proper accounting organization, treatment, and documentation of transactions grant us the financial freedom and flexibility to operate and serve the community. Through this position, you will learn the ins and outs of bookkeeping, QuickBooks, nonprofit accounting and financial statement preparation and analysis, and you will have the opportunity to lead financial projection and planning.

### *Responsibilities:*

- Oversee crucial, nonprofit accounting functions such as working capital management, purchase orders, reimbursements, and more.
- Post journal entries to QuickBooks to record transactions on a daily to weekly basis in accordance with U.S. GAAP.
- Monitor the effectiveness of, and establish, internal controls.
- Compile monthly financial reports on *The Thriving Initiative* chapter activities.
- Collaborate with the Officer of Budgeting with past financial activity to project future inflows and outflows.
- Collaborate with the Chief Financial Officer to prepare and present financial statements on a quarterly and annual basis.
- Collaborate on fundraising efforts and other team initiatives, as needed.
- Attend and productively contribute to biweekly team meetings.
- Plan and lead Finance Committee meetings bi-weekly to keep all officers informed and ensure internal controls remain effective.
- Attend at least 75% of biweekly team and committee meetings, unless a scheduling conflict exists, in which case an alternative plan can be arranged.
- Maintain a high level of professionalism and represent *The Thriving Initiative* positively both within the organization and outwardly to the community.

### *Expectations:*

We are looking for a passionate UCSB undergraduate student striving to be a part of the change they'd like to see in the community. We are looking for someone who is devoted to our mission to “inspire resilience in response to violence by promoting holistic community healing initiatives.” We understand there are a lot of expectations for this position, if selected, you will be thoroughly trained and prepared to take on each responsibility. We also offer continuous professional development and mentorship opportunities.

### *An ideal candidate should have:*

- Completed and passed introductory accounting courses (ECON 3A and ECON 3B or equivalent).
- Fundamental understanding of accrual-basis accounting in accordance with U.S. GAAP.

- Strong Excel skills.
- Desire to learn new skills such as nonprofit accounting and QuickBooks.
- Exceptional attention to detail.
- Prior private accounting experience is preferred but not required.
- Advanced organizational, written, and communication skills.
- Great interpersonal skills and the ability to make others feel comfortable in any space.
- Advanced time management skills.
- Ability to work effectively in collaboration with others.
- A strong passion for supporting survivors of interpersonal violence (sexual assault, stalking, dating and domestic violence).

### **Questions or looking for another way to get involved?**

If you have any additional questions about our organization, the application process, or want to connect about the organization, please contact us at: [apply@thethrivinginitiative.org](mailto:apply@thethrivinginitiative.org).

For more information on The Thriving Initiative and our upcoming programs please visit our website at <https://www.thethrivinginitiative.org/> and follow us on social media ([@thrivinginitiative](#))!

**Apply at:** <https://forms.gle/sjQ1E23o217CBhU66>