



**VILLAGE  
OF LOVE  
AND  
RESISTANCE**

**Job Description for Financial manager/accountant for Village of Love and Resistance**

A financial manager/accountant is needed to support the Village of Love and Resistance (VOLAR). This is a part time position of approximately 6- 8 hrs per week, all virtual.

VOLAR's mission is to co-create a cooperative community in East Baltimore owned by Black and Brown people. We seek to build this cooperative community through the reclamation of land, healing, reconnecting and building a base of community power. VOLAR is a non-profit 501c3 tax-exempt organization located in Baltimore, MD seeking to support local hiring. The anticipated date for hire is October 15 2023.

**Job responsibilities**

- manage and report monthly on all accounts payable and accounts receivable
- pay invoices or bills or otherwise manage VOLAR's cash balances
- process payroll
- set up, install, or provide training for a bookkeeping system or software for VOLAR
- support a collective process of preparing an annual budget
- be responsible for establishing or monitoring VOLAR's internal controls
- identifying or communicating significant deficiencies or weaknesses in VOLAR's systems and procedures for ensuring the integrity of financial and accounting information
- prepare tax returns or other tax reports (e.g. Form 990, Form 1099)
- prepare Forms W-2 or W3
- assist with audit or annual review as needed
- prepare reports for funding applications and reporting as needed
- present quarterly financial reports to Leadership Council and annual financial updates to general membership

**Education:**

Bachelor's Degree in accounting with financial management-related work experience  
Minimum of 2 years' experience working in non-profit sector

**Required experience/qualifications:**

- Commitment to VOLAR's mission around building community rooted in healing and wellness
- Excellent communication and interpersonal skills
- Computer literacy and comfort working with Microsoft Word, Excel, Powerpoint, and Quickbooks and other accounting software



## **VILLAGE OF LOVE AND RESISTANCE**

- Ability to work some evenings and weekend hours
- Time management
- Written communication skills
- Diplomacy
- Willingness to engage in honest, constructive, mindful, and compassionate reciprocal critique of self and work

### **Preferred experience/qualifications:**

- Knowledge and/or experience in participatory budgeting
- Non-violent communication skills
- Telephone etiquette
- Attention to detail
- Experience and/or ability to approach problem-solving, and crisis intervention from a “love” perspective
- Manage Google documents
- Creativity and sense of humor
- Knowledge of Baltimore communities, history, issues and organizations. [Baltimore residents are strongly encouraged to apply and given strong preference.]

### **Accountability process**

Financial manager/accountant:

- will meet bi-weekly with members of the Finance Committee of VOLAR to develop work plans
- update progress and obstacles and adjustments in work plan
- be supported in their growth initiatives

*VOLAR respects hiring people who are Black, Indigenous, person of color, LGBTQIA+*

Please send coverletter and resume to [volar018@gmail.com](mailto:volar018@gmail.com)