

Expense Analyst (PT) Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: The Expense Analyst role will play a critical role tracking the day-to-day programmatic expenses, in a part time capacity. They will have accounting or financial experience, preferably from a Non-Profit background, and will ensure compliance with expense policies; auditing employees' expense reports; identifying and reporting exceptions to policies to management. They will provide support and offer solutions to staff problems related to the use of the expense management program. They will work with the Finance team on process improvements and efficiencies where appropriate. The Expense Analyst will report to the Finance Manager.

Location: New York, NY (Hybrid/Remote)

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this role, you must be able to travel to the NYC office once a week for meetings or to complete required activities or tasks, as needed.

Employee Status: Part-Time, Non-Exempt, 20 – 25 hours per week

Responsibilities include (but are not limited to):

- Enforce expense policies.
- Manage the expense tracking platform.
- Review reports for accuracy and ensure that proper approvals are obtained.
- Ensure proper validation of submitted business expenses to include all relevant receipts.
- Ensure that staff is following established administrative and financial policies, procedures, and sound business practices.
- Ensure submission of expenses in a timely manner.
- Review of per diem usage.
- Tracking mileage reimbursements.
- Participate in evaluating, improving, and documenting policies and procedures.
- Assist in year-end closing and external audit.

- Support finance staff with finance responsibilities and lead the trainings related to the expense tracking system and tools.
- Perform other finance duties as required.

What You Will Need to Be Successful:

- 3+ Years of finance/accounting experience.
- Accounting degree preferred.
- Must have vast experience with Expensify or a similar expense tracking platform.
- Bilingual (Spanish) strongly preferred.
- Ability of tracking budget expenses.
- Knowledge of Sage Intacct a plus.
- Proficient MS office knowledge and skills.
- Ability to work independently and prioritize tasks.
- High degree of attention to detail.
- Strong time management, interpersonal and organizational skills.

Salary: \$22.50 - \$25 per hour (based on experience)

Benefits: The Latina Institute offers excellent benefits for part-time employees, including health/vision/dental insurance, 401(k) benefits, paid time off and professional development/wellness funds.

Application Procedure: Please send your resume and cover letter that answers the following questions, via email to jobs@latinainstitute.org. Please include the subject line: Applicant – Expense Analyst

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.