

Business Manager, Finance & Operations
Job Announcement

Confluence Philanthropy advances values-aligned investing across asset classes, investment vehicles, and engagement strategies when prudent and feasible. Our mission is to transform the practice of investing by aligning capital with our community's values of sustainability, equity, and justice. We support and catalyze an international membership of private, public and community foundations, families, individual donors, and their investment managers representing more than \$70 billion in philanthropic assets under management, and over \$3 trillion in managed capital.

Confluence is a tight-knit, collaborative team that is deeply engaged with a dynamic membership and is motivated by a sense of urgency. We are prized by our members for thought-provoking and industry-shifting content. Through convenings, learning programs, and collaborative initiatives, our members advance climate solutions, social equity, and systems-level innovation in the field of values-aligned investing. We generate action.

Are you energized by keeping systems organized and teams connected?

Confluence Philanthropy's Business Manager, Finance & Operations is a highly skilled and proactive member of the team, supporting the organization's financial, operations, and administrative needs. This role requires a solid foundation in accounting and finance, combined with strong operational management capabilities. The successful candidate will be responsible for executing financial processes, managing operations, and contributing to the strategic objectives of the organization.

Reports to: Deputy Director

Compensation: Full-time with a \$70,000–\$80,000 salary, plus highly competitive benefits

Hybrid Location: New York City (mid-town) Office – required minimum 4 days per week in office.

Eligible candidates must legally reside in New York.

Responsibilities**Finance & Accounting (70%)**

- Accounts Receivable and Payable
 - Oversee the accounts receivable process, including billing and collections
 - Manage accounts payable, ensuring timely and accurate payments
 - Reconcile financial discrepancies and ensure accurate record-keeping
 - Maintain accurate and organized financial records
 - Assist with routine financial tasks and reporting
- Internal Controls and Compliance
 - Assist with financial reporting and analytics
 - Support month-end and year-end closing processes
 - Provide data and reports to assist with variance analysis
 - Assist with audits, form 990s, and regulatory compliance requirements
 - Ensure compliance with financial policies and procedures
 - Implement and maintain internal controls to safeguard assets and ensure accurate reporting

Operations (20%)

- Operational Support
 - Assist in developing and implementing operational strategies
 - Coordinate and manage operational projects to improve efficiency and effectiveness
 - Keep our Manhattan office tidy and running efficiently
- IT and Systems Support
 - Overseeing the maintenance and functionality of office IT equipment and systems
 - Liaise with external IT service provider to address technical issues
 - Support the implementation and training of new software and technology solutions

Administration (10%)

- Manage the processing and recordkeeping of all contracts
- Provide administrative support on human resources and office management initiatives
- Prepare and edit documents, communications, and presentations
- Handle confidential information with discretion and professionalism
- Assist in other organization-wide initiatives as required

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or a related field
- 3-5 years of experience in accounting, finance, or business management
- Proficiency with financial software (e.g., QuickBooks, Bill.com)
- Non-profit experience is preferred
- Strong financial acumen with the ability to analyze and interpret data
- Excellent attention to detail and accuracy
- Strong organizational, time management, and communication skills
- Ability to prioritize effectively and manage multiple priorities
- Basic understanding of IT systems and the ability to troubleshoot common issues
- A high level of integrity and professionalism

To Apply: send your resume, cover letter, and three professional references to hiring@confluencephilanthropy.org with "Business Manager" in the subject line

We're an equal opportunity employer and strongly encourage applicants from all backgrounds, identities, and experiences to apply. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic. We're committed to building an inclusive workplace where everyone feels valued and respected. Position open until filled.