Job Title: Finance and Operations Manager (Part-Time)
Location: Hybrid – Washington, DC
Schedule: 24 hours per week (three days per week), with one day per week in the office
Reports To: Executive Director
Compensation: $50,000–$60,000 annually, commensurate with experience
Ideal Start Date: December 1, 2026
Application Deadline: Reviewed on a rolling basis, beginning immediately

About American Jesuits International
The mission of American Jesuits International (AJI) is to build just and equitable societies by mobilizing support for Jesuit education and development initiatives that serve marginalized communities in Latin America, Africa, and Asia. As the international solidarity organization of the Jesuits in the United States, we believe that our Ignatian values call us to build a world in which the dignity of each person is respected, human rights are protected, creation is cared for, and all people thrive.

Position Summary
AJI is seeking a detail-oriented Finance and Operations Manager to keep the organization's finances and compliance current and its office running smoothly, working directly with the Executive Director. This part-time, hybrid role is based out of our Washington, DC office. The core of the role is weekly bookkeeping and finance and state-level compliance, supported by operations and administrative responsibilities.

Core Responsibilities

Bookkeeping and Finance

- Maintain accurate and timely accounting records in QuickBooks Online, overseeing the accounting for both cash and investment accounts and ensuring transactions are entered correctly
- Process Accounts Payable and Receivable (AP/AR), including invoicing donors and donor agencies, international wires, and ACH transfers
- Complete the monthly close, including account reconciliations and general ledger review
- Prepare cash flow projections and produce quarterly financial reports
- Manage budget preparation and expense tracking
- Lead the annual external audit and Form 990 preparation, serving as the main contact for the auditors and supplying the documentation they request
- Assist with grant management by tracking allocations and expenditures, and with grant proposals by building budgets and contributing to their development

Compliance

- File and renew AJI's charitable solicitation registrations in 10+ states
- Track renewal deadlines and keep filing records organized
- Ensure compliance with organizational policies and other regulatory requirements

Operations

- Organize electronic and physical office files, and administer subscriptions and vendor accounts
- Coordinate contracts, insurance renewals, and vendor relationships
- Handle procurement for office supplies and needs

Administrative Support

- Assist the Executive Director with scheduling, logistics, expense reports, and communications as needed
- Draft correspondence, reports, and presentations as needed
- Take notes at meetings and follow up on action items
- Arrange travel and manage expense reimbursements
- Plan logistics for Board meetings and staff events
- Perform other duties as assigned

Qualifications

- Bachelor's degree in business administration, finance, accounting, nonprofit management, or a related field, or equivalent experience
- Minimum 5 years of professional experience in nonprofit administration or accounting
- Solid knowledge of nonprofit accounting, financial controls, and financial information systems
- Proficiency in QuickBooks Online, Microsoft Office, Google Workspace, and CRM platforms (Salesforce a plus)
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities and meet deadlines independently
- Commitment to AJI's mission and values
- Authorized to work in the United States

Preferred

- Active CPA license
- Familiarity with multi-state charitable solicitation registrations and renewals

- Experience processing international wire transfers
- Background in investment account accounting, including recording gains, losses, and valuations

Compensation and Benefits

- $50,000–$60,000 annually, commensurate with experience
- Nine days of paid vacation and nine days of paid sick leave per year
- Eligibility for AJI's 401(k) retirement plan, with an 8% employer contribution once plan eligibility requirements are met
- Option to enroll in AJI's group medical and dental plan on pro-rated terms, at the employee's expense

To Apply
Please submit your resume and a brief cover letter to **info@WeAreAJI.org** with the subject line "Finance and Operations Manager Application". We will request contact information for two professional references from finalists. Please apply by email rather than by phone.

If you need an accommodation to apply or interview, please email info@WeAreAJI.org.

American Jesuits International is an Equal Opportunity Employer. American Jesuits International does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation or any other characteristic protected by the law. We welcome applicants from a diverse spectrum of qualified candidates.