

FINANCE AND HR ASSOCIATE

WHO WE ARE

Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our core values of justice and equity, interdependence, learning and listening, courageous transformation, and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

HOW WE COLLABORATE

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific solutions teams. Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity. To that end, we seek to develop influential leaders and cultivate emotional intelligence within our staff to elevate individual/team performance and establish trust and credibility across the foundation.

THE ROLE AND WORKING RELATIONSHIPS

The Finance and Human Resources Associate (FHRA) is a cross-functional role supporting the Finance & Accounting and People and Culture (PAC) departments. The FHRA reports to the Managing Director of Finance & Accounting (MDFA) for finance responsibilities and to the Managing Director of People and Culture (MDPAC) for human resources (HR) responsibilities. The role helps ensure that payroll, benefits, leave, accounts payable, grants payable, and related records are administered accurately and consistently across both departments.

Working closely with members of the Finance & Accounting and People and Culture teams, as well as staff and external partners, the FHRA coordinates processes, maintains confidential records, and supports timely financial and people operations. The role administers approved transactions and processes but does not make decisions regarding compensation, benefits, or hiring.

PRINCIPAL RESPONSIBILITIES

Payroll, Benefits, Leave, and People Operations

- Administer benefits enrollments and changes, support benefits invoice reconciliation, and prepare retirement plan contributions and reporting for review.
- Coordinate leave administration, including documentation, provider communication, and tracking, with timely support to employees and managers.
- Support new hire onboarding and offboarding, including paperwork, benefits enrollment, system access, and orientation materials.
- Maintain confidential personnel and mandatory training records in line with retention requirements.
- Support upkeep of the Personnel Manual, including incorporating approved updates, version control, distribution, and tracking employee acknowledgments.

Finance Operations

- Coordinate payroll preparation and approved employee changes, keeping records and timelines aligned across PAC and Finance.

- Process vendor invoices, payments, and vendor records, routing for approval and resolving routine coding issues.
- Administer expense management, including user access, expense report review, corporate card reconciliation, and follow-up on outstanding documentation.
- Support grants payable by reviewing payment details, preparing disbursement batches, and resolving discrepancies.
- Maintain organized finance records, including contracts, tax forms, bank and investment statements, and payment documentation.

Audit, Tax, Compliance, and Governance Support

- Compile supporting documentation for the annual audit, retirement plan audit, tax filings, and other compliance requirements.
- Maintain compliance calendars and coordinate document delivery, required mailings, and meetings with external advisors and partners.
- Support board and committee meetings, including preparing materials, coordinating logistics, and drafting minutes for review.

Project Management and Administration

- Manage shared projects, calendars, correspondence, and deadlines across Finance and PAC.
- Maintain accurate, accessible records and support consistent use of finance, expense, payroll, and document management systems.
- Contribute to cross-departmental teams, working groups, and foundation-wide projects and events as needed.
- Perform other duties and special projects that support Foundation operations.

QUALIFICATIONS

- Bachelor's degree required.
- At least 3 years of experience in accounting, finance operations, human resources and/or people operations, or a related administrative field.
- Working knowledge of accounts payable, expense management, and PEO/payroll systems; experience with Bill.com, Expensify, ADP, or Sage Intacct is a plus.
- Strong attention to detail and demonstrated ability to maintain accurate, well-organized records and manage competing deadlines across multiple workstreams.
- Sound judgment and discretion in handling confidential compensation, benefits, financial, and personnel information.
- Strong written and verbal communication skills and the ability to collaborate effectively with staff, vendors, and external partners.
- Highly adaptable, self-directed, and committed to fostering a safe and inclusive environment.
- Ability to commute to NCF's New York City office for two consecutive organization-wide staff days each month is required.

SALARY RANGE

\$80,000 - \$95,000. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated based on applicable qualifications and experience, leveraging data from third-party benchmarking.

AS AN NCF TEAM MEMBER, YOU WILL ENJOY

Health Care Plans: We provide health care plans (medical, dental, and vision) for you and your dependents, effective on the first day following your first full month of employment.

Employer Retirement Plan: We contribute 15% of your salary to your retirement plan, regardless if you participate in our employee-contributed 403b plan with targeted fund options.

Parental Leave: We provide 12 weeks of paid leave for new, birth, and non-birth parents.

Professional Growth: After one year of employment with the foundation, we offer up to the IRS maximum allowance towards eligible tuition reimbursement and other professional development opportunities.

Paid Time Off: We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays off, and the last week in December off.

Travel Stipend: We provide a travel stipend to support your regular in-office presence.

WORK AUTHORIZATION

Applicants must be authorized to work in the United States. NCF is unable to provide employment visa sponsorship for this position.

COMMITMENT TO RACE EQUITY AND INCLUSION, AND EQUAL EMPLOYMENT

As a foundation focused on racial, economic, and environmental justice (REEJ) in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most of the qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight, marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

CLASSIFICATION OF EMPLOYMENT: This is an exempt position.