

Disability Rights Tennessee (DRT) seeks a **Finance and Data Coordinator**. This position is responsible for:

- **Finance operations,**
- **Compliance & controls,**
- **Assets & reporting,**
- **Payroll & benefits,**
- **Process improvement,**
- **Data management, and**
- **Technology support.**

The position is **37.5 hours a week and allows a flexible schedule and remote work on most days**. In-office work required routinely based on position responsibilities. **Government clearance by the United States Government Office of Personnel Management required.**

Who We Are

DRT is a nonprofit organization dedicated to protecting the rights of Tennesseans with disabilities. DRT is the designated Protection & Advocacy System (P&A) and Client Assistance Program (CAP) for Tennessee. For over 45 years, our agency has served more than 57,000 Tennesseans. DRT is funded through federal grants, state contracts, private donations, and grants. DRT has eleven programs which provide services across the state and across issues. To learn more about DRT, visit us at DisabilityRightsTN.org or on social media.

What You Will Do

- **Finance operations:** Process donations and receipts; handle payables/receivables, vendor payments, and purchase orders; prepare journal entries and reconciliations; maintain ACH info; support annual 1099s.
- **Compliance & controls:** Maintain accurate records, internal controls, and statutory/grant compliance; help update finance policies and procedures.
- **Assets & reporting:** Oversee company assets/property; assist with audit and tax preparation.
- **Payroll & benefits:** Backup payroll processing and benefits administration.
- **Process improvement:** Recommend process improvements; build and maintain automated workflows.
- **Data management:** Administer the database; monitor data quality and resolve discrepancies.
- **Technology support:** Coordinate with IT and the executive administrative coordinator; support Teams/M365 user administration; assist with basic software/hardware troubleshooting.

Keys to Success

- 3 years of experience in finance, accounting, or related employment, required.
- An associates degree in a related discipline, preferred.
- Prior experience within non-profit and/or federally funded organizations, preferred.
- Other related experience, education, and/or certifications will be considered.

- Certifications in related applications and MS platforms, preferred.
- Experience in MIP, Momentive, Abilia, O365 Administration, Power Apps with Power Automate and other Microsoft 365 applications, preferred
- Experience with basic database management and query reporting, preferred.

Skills and Abilities:

- Strong analytical and problem-solving ability
- Good professional judgement
- Excellent organizational and time management skills
- Clear communication of technical concepts to varied audiences
- Teamwork skills
- Attention to detail and commitment to data accuracy/security

What Else You Should Know

- The position is full-time (**37.5 hours per week**).
- **In-office work will be required routinely.** Remote work will be allowed for this position.
- Preferred candidate should live within **60 miles of DRT's office in Nashville**. Candidates who live within 60 miles of DRT's Knoxville or Memphis offices may be considered.
- **In-state travel is required** on occasion.
- **Reliable home internet is required**, but technology will be provided by DRT.

The salary for this position **begins at \$54,500**; the exact salary for this position depends on experience and skills. We offer excellent benefits such as a flexible schedule, remote work, maternity/paternity leave, paid federal and state holidays, 401K, FSA, and insurance options including medical, vision, dental, life, and disability.

What Now?

If this seems like you, please send a **resume and cover letter** to Ann Anderson, Human Resources and Finance Director at HumanResources@DisabilityRightsTN.org.