

Freedman Consulting, LLC: Senior Finance Associate
Remote or Washington, DC*

Freedman Consulting, LLC, a strategic consulting firm, seeks a proactive, detail-oriented Senior Finance Associate to support client invoicing, track business development activities, and draft financial reports. As a member of a small Finance and Contracts team supporting a 50+ person firm, the Senior Finance Associate will play an integral internal role executing the firm's financial and expense needs.

Freedman Consulting is a mission-driven firm that offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our firm's work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy campaigns.

Reporting to the Vice President of Finance and Contracts, primary responsibilities for the Senior Finance Associate include:

- Drafting and distributing all invoices for firm clients
- Tracking and reviewing incoming and outgoing invoices and payment receipts
- Leading client expense and staff travel systems and reimbursements
- Working with an external accounting firm and internal project teams for client expense tracking
- Capturing all business development opportunities and activities, including generating weekly updates on new and current business for Executive Team members
- Contributing to firm data management including CRM population and reporting
- Additional support as needed to meet the needs of the Finance and Contracts team

Qualifications of the Ideal Candidate:

Approximately 2-4 years of previous financial, administrative, and/or operations experience is expected. Candidates must have strong attention to detail, excellent organizational ability, and a high level of proactivity. Prior experience collaborating across internal teams is preferred.

The salary range for this position is \$65,000 - \$72,000.

To apply, please submit your resume and a cover letter to SFA@tfreedmanconsulting.com

Freedman Consulting, LLC, is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Freedman Consulting, LLC, is committed to providing access and reasonable accommodation in its services and employment for individuals with disabilities. If you need disability accommodation during the application process, contact the Director of Talent Acquisition.

**All Freedman Consulting employees based in Washington, DC, follow a hybrid office policy. There are no in office requirements, in office work is encouraged and determined by team managers. The firm's hybrid policy values flexibility and seeks in person collaboration when it will be most beneficial in serving client, project team, or firm needs.*