

The Surrogate Partner Collective (SPC) is seeking a
Finance and Compliance Coordinator
to help us comply with the financial and corporate
requirements of running our organization.



ORGANIZATIONAL SUMMARY

The Surrogate Partner Collective (SPC) is a collaboratively run organization that provides support, training, and community to practitioners of Surrogate Partner Therapy, a therapeutic modality that provides help and healing in the areas of relationships and physical and emotional intimacy. Our objective is to develop the modality of Surrogate Partner Therapy as a way to seek collective liberation. The organization serves a dues-paying membership of practitioners and allies. More information at <https://www.surrogatepartnercollective.org/>

JOB DESCRIPTION

This is a part-time 1099 contract position. We estimate this work will take 6-10 hours up front, then ongoing 1-2 hours/month May through December and 3 hours/month Jan through April. SPC is in the process of creating a values- and needs- based compensation structure, so we ask for you to include a pay rate or scale in your bid. The work schedule is flexible, with the exception of regularly scheduled Staff Collective meetings to facilitate communication, accountability, and make any relevant decisions. All workers (i.e. "staff-members") are 1099 contractors. This is a new role and we are a young organization, which means some of the initial work will differ from ongoing maintenance tasks. We are open to shaping the position to make the role fit the right person or people.

Initial Tasks:

- Create Chart of Accounts
- Research & Recommend Bookkeeping Software
- Set-Up Bookkeeping Software: Input CoA, Standardize Reports, Standardize Dues Invoicing Process
- Research & Recommend Insurance (e.g. D&O, Liability, Event)
- Audit Organizational Software Subscriptions

Ongoing Tasks:

- Manage Bookkeeping: Reporting, Reconciling, Invoicing, Bill Payment, Payment Collection
- Help Coordinate Budgeting Processes
- Support Compliance: Issue 1099s, Work with Accountant re: Annual Filings
- Help Maintain Organizational Policies re: Finances
- Participate in Staff Collective Meetings; Provide Input on Organizational Matters
- Maintain Software Subscription

HOW TO APPLY

Interested individuals should submit a resume and cover letter for consideration. Interested organizations should submit a proposal outlining how the contract would be managed by your group, the point of contact, and background information for the organization and point of contact. All application materials should be submitted in a single pdf via info@surrogatepartnercollective.org with "FinCom Coordinator Application" in the subject line. Applications will be reviewed beginning in July, all candidates will receive a response and timeline updates, and the position is open until filled.