

FOR DISTRIBUTION

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| Position | Associate, Finance |
| Status | Part-time |
| Department | Finance and Operations |
| Location | Norwalk, CT |

About SeriousFun

Founded by Paul Newman, SeriousFun Children's Network is a global community of 30 independently run camps and programs across five continents. Together, these camps provide transformative experiences — always free of charge — for children with serious illnesses and their families, reaching more than 150,000 individuals annually.

Each camp and program is locally led and tailored to its community, while connected through the global Network for shared learning, support, and standards of excellence.

The SeriousFun Support Center, based in East Norwalk, CT, is a team of 33 staff who provide services that ensure program and operational excellence, create awareness, and support the continued growth of the Network worldwide.

We are committed to fostering diversity, equity, and inclusion by valuing the experiences and voices of all who carry out our mission.

To continue this mission, we are seeking a talented finance professional to join our Support Center team.

About the Role:

The Associate of Finance supports the day-to-day financial operations of SeriousFun by ensuring the accurate processing of transactions, maintenance of financial records, and timely delivery of financial information. This role contributes to accounts payable, expense management, month-end close activities, reporting, and audit support while helping maintain strong financial controls and operational efficiency.

Reporting to the Controller, the Finance Associate works collaboratively across departments to support organizational decision-making through accurate financial data, responsive service, and continuous process improvement.

Areas of Ownership

Please keep in mind that percentages reflect relative priority, not exact time allocation.

- **Accounts Payable & Expense Management (40%)**
- **Month-End Close & Financial Operations Support (25%)**
- **Reporting & Financial Data Management (20%)**
- **Compliance, Audit, & Process Improvement (15%)**

Key Responsibilities

This role is responsible for the following core areas of ownership and impact; additional duties may evolve based on organizational needs.

Accounts Payable & Expense Management

- Process full-cycle accounts payable, including invoice review, coding, entry, payment preparation, and reconciliation, confirming coding and backup are accurate and in line with policy before bills sync to ERP system.
- Monitor accounts payable communications and ensure timely responses to internal and external inquiries.
- Maintain organized and accurate digital records supporting all accounts payable activity, including vendor records and tax documentation (W-9s), and support annual 1099 processing.
- Process and reconcile organizational credit card activity and related expense documentation.
- Process daily bank activity, including sending deposit detail to the Development team and reviewing the prepay report and daily payment queue (positive pay and ACH) for accuracy.
- Ensure supporting documentation is complete, accurate, and compliant with organizational policies.

Month-End Close & Financial Operations Support

- Prepare journal entries and support month-end close activities.
- Complete balance sheet reconciliations and assist with maintaining general ledger accuracy.
- Assist with bank and revenue reconciliations (including matching CRM gifts to ERP/Finance system and breaking out donation-platform deposits) and related financial processes.
- Support payroll-related allocations and reconciliations in partnership with Human Resources.
- Contribute to maintaining strong internal controls and accounting procedures.
- Support quarterly camp payment processing, including coding, recording journal entries, and entering payments.

Reporting & Financial Data Management

- Prepare recurring financial reports, dashboards, reconciliations, and reporting packages for internal stakeholders.
- Generate ad hoc reports and data exports from Sage Intacct and other financial systems.
- Ensure financial data accuracy through reconciliation, validation, and documentation.
- Support internal teams by providing timely and reliable financial information for operational and strategic decision-making.

Compliance, Audit, & Process Improvement

- Assist with annual audit preparation, including gathering documentation and preparing schedules.
- Support quarterly, annual, and other organizational reporting requirements.
- Contribute to budget preparation through data collection, reporting, and document organization.

- Learn and effectively utilize financial systems and technology tools to improve operational efficiency.
- Identify and recommend process improvements that strengthen accuracy, efficiency, and internal controls.
- Maintain process documentation and assist in developing guides and resources for recurring financial activities.

What Success Looks Like

Financial transactions are processed accurately and on time, financial data is reliable and accessible, internal stakeholders receive responsive support, and finance operations run efficiently with strong controls and continuous improvement.

Competencies:

- **Job-Specific Skills, Knowledge and Ability:** Demonstrating the application of job-specific technical skills, general knowledge, and/or abilities to add value.
- **Authority and Accountability:** Providing direction of processes, projects, programs, and people. Delegating responsibilities and decisions appropriately. Being accountable for results.
- **Critical Thinking and Decision Making:** Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk.
- **Planning and Organizing:** Defining tasks and milestones to achieve objectives and ensuring the optimal use of resources to meet those objectives.
- **Interpersonal Skills:** Building and maintaining productive work relationships, collaborating with others to achieve common goals, listening and communicating in a way that is inclusive, respectful and supportive of others.
- **Adaptability:** Adjusting one's own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.
- **Prudence and Discretion:** Using good judgement and taking great care in fulfilling one's responsibilities and working with others; knowing when, what, how and to whom to communicate regarding sensitive information.
- **Leadership:** Setting a positive example, encouraging and supporting collaboration and teamwork, exhibiting humility, helping others achieve success, being honest and trustworthy.

Qualifications:

Minimum

- Education: High School Diploma or GED
- Years of Relevant Work Experience: 0-2 years
- Proven skills in:
 - Microsoft Office Suite (Excel Required)
 - Data entry and financial recordkeeping
 - Organization and attention to detail
 - Time management and prioritization
 - Written and verbal communication

Preferred:

- Education: Bachelor's Degree (e.g., BA, BS) or equivalent
- Experience in working in NGO's or other non-profit organizations, particularly those with federated/networked structures.
- Experience with accounting software systems, preferably Sage Intacct, and accounts payable and expense platforms such as Ramp.
- Proven skills in:
- Financial reporting and reconciliations
 - Accounts payable processing
 - Financial systems administration
 - Process documentation and workflow improvement

Culture, Benefits and Pay

- At SeriousFun, we pride ourselves on being a fun, respectful, and collaborative workplace where staff are supported both professionally and personally.
- Work-life balance: Respect for your non-working time (EST), with limited evening/weekend contact.
- Time off: 30+ days annually, including vacation, holidays, and volunteer opportunities at SeriousFun camps.
- Professional development: Ongoing opportunities for growth and learning.
- Leave benefits: Paid time off for family, medical, and civic service needs.
- Retirement: Company-sponsored 403(b) plan after one year of service.
- Workspace: New office in East Norwalk with free onsite amenities; steps from the train station.

Salary Range: \$21,200-\$36,570, based on qualifications, experience and schedule.

As part of our commitment to equity and fair pay practices, offers are not negotiated. Our transparent pay bands ensure consistency and fairness for employees of all identities and backgrounds.

Please read more Support Center [here](#) to get a sense of what's important to us.

To apply for this position, please submit your resume, and cover letter and complete an application here:

[Finance, Associate Application](#)