



of the Island City

TO APPLY: Send an email and cover letter to Finance Manager Linda Ballentine, at careers@girlsincislandcity.org. The preferred deadline is October 12, 2026.

Assistant Finance Manager (25 hrs/week)

[Girls Inc. of the Island City](#) has served children and families in the city of Alameda since 1964. Our mission is to inspire all girls and youth to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 5-18 and Alameda Island Kids child care for any child attending our partner Alameda Unified elementary schools. With a 60+ year history in Alameda, Girls Inc. of the Island City is a local affiliate of the Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams. In all, Girls Inc. of the Island City engages nearly 850 youth annually. The operating budget is \$3M, with approximately 40 full-time and part-time staff.

POSITION SUMMARY

Reporting to the Finance Manager, the Assistant Finance Manager provides key operational support to accounts payable and receivable for the entire organization. This staff member participates in cross-functional work with fund development, girls programs, and Alameda Island Kids. They also participate in organization-wide professional development and community building.

KEY RESPONSIBILITIES

Accounts Receivable (approx 15 hours/week)

- Issue contracts and invoices for all programs (e.g., AIK, GIIC, & Meyer's Camp)
- Follow-up with outstanding invoices and issue late fees per internal policies
- Process AIK and Girls Program registration fees
- Manage AIK and Girls Program billing updates, care pattern changes, payment arrangements, Procure payments in Quickbooks, and Quickbooks-Procure reconciliation
- Communicate with families in ProCare about information changes
- Record donations (checks and electronic) in Quickbooks in partnership
- Utilize accounting records and Donor Perfect to synch with the Fund Development team related to donations and Fund Development activities

- Assist with financial aspects of fundraisers such as the Women Who Dare Gala

Accounts Payable (approx 5 hours/week)

- Manage key vendors, maintain updated vendor information and W9 collection
- Process check requests - update in AP weekly spreadsheet and Quickbooks
- Reconcile credit card entries in Quickbooks
- Process and issue employee reimbursement requests
- Audit and submit correction requests for invoices

Overall Finance Department Support (approx 5 hours/week)

- Engage in training and development in the areas of accounting, accounting software, etc.
- Maintain/update passwords
- Document the development of processes and procedures
- Manage special projects
- Provide assistance to audit processes

Organizational Engagement (seasonal)

- Participate in organization-wide and specialized professional development
- Support to org-wide events such as Open House, Winter Wonderland, Fourth of July parade

WHO WILL THRIVE IN THIS ROLE

Accounting and Technical Skills

- 2-4 years of experience in accounting environments managing AP and AR; explicit experience in the non-profit sector is a plus
- Software (inc. Quickbooks Online, ProCare, DonorPerfect)
- Google Workspace (inc. Docs, Sheets, Calendar, Drive)
- Tech-savvy willingness to explore possibilities for streamlining work
- Curious attitude and self-directed in learning new tools/systems

Administrative & Organizational

- Multi-tasking and prioritization - setting up a flow for the work; managing what is important and what is urgent
- Attention to detail - creating systems that enable accuracy
- Time management - having a sense of how long tasks will take, managing workflow

Interpersonal & Communication

- Warm, welcoming demeanor — often the first point of contact for families and vendors
- Professional written and oral communication with varied audiences — coworkers, donors, vendors, families and the public
- Discretion and integrity — handling confidential information with care

Mission Alignment

- Genuine connection to youth development and gender equity work — this is called out explicitly as a differentiator, not just a nice-to-have
- Comfort in a nonprofit, resource-conscious environment — prior nonprofit experience is a plus but not required

POSITION LOGISTICS

- This part-time non-exempt position reports to the Finance Manager of Girls Inc. of the Island City
- The primary work location is Girls Inc. of the Island City offices
- The hourly rate for this position is \$35-\$37/hour
- Staff must pass a background check and have a good driving record (for agency insurance purposes).
- Vacation, sick and holiday paid time off are pro-rated to the hours worked.

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to building a diverse, equitable, and inclusive team and strongly encourage candidates from all backgrounds to apply.