



JOB POSTING

HR & Finance Specialist

Since 1989, Florida Foster Care Review (FFCR), has empowered children and young adults impacted by foster care with innovative programs that bridge critical gaps, create lifelong families, build supportive relationships and expand access to community resources. We are a mission-driven, people-first nonprofit (501(c)(3)) organization with a workplace culture that supports employee excellence.

FFCR currently offers full-time team members:

- Competitive Salaries and Potential for Bonus Pay
- Hybrid Work Arrangements
- 100% Employer Covered Medical/Dental/Vision and Life Insurances for Employees
- 50% Employer Contribution to Medical/Dental/Vision Premiums for Qualifying Dependents
- Optional Short Term Disability Insurance and Supplemental Life Insurance (employee paid)
- Generous Paid Time Off (PTO) Accrual and Annual Rollover Policy
- 11 Annual Paid Holidays + Extended Organization-Wide Breaks Over the Thanksgiving Holiday and in the Winter
- 403b Retirement Plan for Pre-Tax Contributions
- Regular Staff Meetings and Ongoing Team Building and Self-Care Activities

GENERAL RESPONSIBILITIES

Florida Foster Care Review's HR & Finance Specialist supports Florida Foster Care Review's human resource and financial operations, plays a pivotal role in maintaining and improving our fiscally sound and people-centered workplace and is instrumental in ensuring compliance with nonprofit policies, employment laws, and donor-funded program requirements.

The HR & Finance Specialist is responsible for executing key HR functions such as onboarding, employee relations, benefits administration, and compliance with internal policies and labor laws. The HR & Finance Specialist ensures accurate record-keeping, supports daily financial activities, and assists with budgeting, reporting, and compliance. This role requires strong analytical skills, a high level of accuracy, strong regard for confidentiality and the ability to manage multiple tasks simultaneously.

HUMAN RESOURCES

- Distribute and track employee notices & benefit plan documents
- Maintain accurate employee records and manage HR databases in accordance with federal and state regulations and nonprofit reporting requirements



- Support open enrollment, benefits administration, time tracking, and leave management
- Ensure compliance with company policies and employment laws
- Assist with HR processes, including recruitment coordination, interview scheduling, and onboarding of new hires
- Serve as a point of contact for staff questions related to HR policies and general operations
- Provide support and assistance for team-building activities, staff surveys, staff events and employee engagement and training initiatives
- Assist in developing and implementing performance management systems

FINANCE & BOOKKEEPING

- Assist with accounts payable and receivable processes
- Respond to vendor and internal inquiries regarding payments and financial procedures
- Maintain petty cash and the master credit card file
- Prepare and make bank deposits
- Prepare and process invoices and expense reports
- Maintain accurate financial records and documentation including accounting software entries
- Assist with processing payroll
- Assist with month-end and year-end financial close processes
- Assist with organizational audits, financial and grant compliance

OTHER DUTIES

- Assist with the development, review and updating of policies and procedures
- Participate in professional development trainings and FFCR program and fundraising events throughout the year
- Flexible work schedule as this position will require some evening hours and rarely, some weekend hours
- Other duties/projects as assigned

QUALIFICATIONS & EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. They also outline the competencies and commitments required to be successful in the position and at FFCR. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The person in this role must reside in Miami-Dade County and must have and maintain a valid driver's license, auto insurance and a reliable vehicle.

Required Education & Experience

- Bachelor's degree in Human Resources, Nonprofit Management, Business Administration or related field
- 2+ years HR experience, preferably in a nonprofit or mission-driven environment
- Knowledge of HR practices and employment laws
- Experience developing, implementing and complying with policies and procedures
- Understanding of general financial principles and accounting practices
- Demonstrated history of successful interpersonal, organizational, oral and written communication skills

Preferred Qualifications

- Experience in a finance or accounting support role desirable
- Familiarity with financial compliance standards and audits, nonprofit compliance, reporting practices, and HR best practices
- Knowledge of HR, Training and/or Policy Management software a plus

Skills, Knowledge & Proficiencies

- Exceptional interpersonal skills
- Excellent oral and written communication skills
- High level of comfort presenting to individuals and groups
- Exceptional computer skills, including mastery of Microsoft 365 applications, especially Word, Excel and Outlook
- Comfort with technology, working with databases, spreadsheets, and data entry
- Exceptional time management and organizational skills
- Extremely detail oriented
- Ability to produce accurate reports and documentation within a fast-paced environment
- Ability to consistently follow highly detailed procedures and protocols
- Ability to manage multiple tasks and deadlines with minimal supervision
- Ability to independently define and set priorities and problem-solve
- Able to actively participate in individual and group meetings in-person and/or via videoconference

Competencies & Commitments

- Able to take direction, accept feedback constructively, and continuously seek opportunities to learn and improve
- Self-motivated during fluctuations in workload
- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Displays a strong sense of accountability while working independently in a remote environment

- Team player who supports other team members both in word and deed
- Demonstrates cultural competency and humility
- Willing to tackle small and large tasks to accomplish objectives

WORKING CONDITIONS AND ENVIRONMENT

Work may take place at FFCR's office, a remote business or public location, and/or the employee's home. When working from a remote location, including from home, employee must have prior approval and must have a private, quiet space and secure, password protected, high speed internet that is not accessible by the general public. Participation in videoconference meetings for extended periods of time is required periodically. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

- Full-time/Exempt position
- Starting Salary: \$58,000 – \$62,000
- Compensation commensurate with experience

To apply, please email a resume and cover letter to careers@fostercarereview.org with the position you are applying to in the subject line. No phone inquiries please.

Florida Foster Care Review is an Equal Opportunity Employer, and we are committed to providing equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by federal, state or local laws. Florida Foster Care Review participates in E-Verify, a federal program that verifies the employment eligibility of all new hires. Please [click here](#) to view the EEOC Know Your Rights Poster and for further details about relevant state and federal law and county ordinances.