

Allied Media Projects is seeking a Finance Administrator!

Background

Allied Media Projects (AMP) has been cultivating media for liberation for over twenty years. Rooted in Detroit and connected globally, AMP supports a network of media makers, artists, educators, and technologists working for social justice. Through fiscal sponsorship, AMP envisions and attempts to model a world where we cultivate care and joy, dismantle harmful systems, and assume responsibility for creating new and liberatory ways of being. AMP's Sponsored Projects Program provides fiscal sponsorship, training and capacity building to people and projects aligned with AMP's [mission](#).

To learn about AMP, check out the following links:

- [Profiles of our Sponsored Projects](#)
- [Instagram](#)

Role Overview

The Finance Administrator at Allied Media Projects plays a vital role in overseeing daily treasury activities, ensuring efficient coordination of accounting tasks, and offering interdepartmental support for finance-related projects and requests. This position is responsible for overseeing accounting processes, including managing email correspondence, processing banking transactions, and reconciling financial records. The Finance Administrator also provides crucial administrative support for day-to-day finance operations, ensuring smooth and timely completion of tasks.



Responsibilities

- Coordinate general accounting email inbox, including converting correspondence into assigned support tasks in the ticketing system.
- Review daily accounting support requests in the ticketing system and coordinate tasks to appropriate team members.
- On Tuesdays and Thursdays, complete bank deposits to ensure all cash transactions are completed within the relevant week; creating invoices for donations.
- The weekly download of all banking transactions and documenting cash received.
- Correspondence with the bank about incoming funds.
- Coordinate stock transfer contributions, including assessment of the value of contribution based upon average value on the day received.
- Reconcile bank statements and payment processor statements, including comparing the general ledger for number, date, payee, and amount.
- Complete documentation and reconciliations of merchant and banking activity about donor contributions and related disbursement transactions.
- Manage and oversee the use of credit and debit cards, including disabling debit cards for those who have not submitted required reports. Create accounts for users and provide technical support when necessary. Responsible for expense report communications.
- Provide administrative support to Development to document donations.
- Process AP and invoice requests.
- Review and maintain project balance sheets.
- Aid in grant deactivation.
- Research and coordinate with staff, when necessary, all funds coming in that do not have appropriate documentation (“mystery money”) and identify and record these funds appropriately.
- Assist Accounting Director as needed with other requests.

Qualifications



Need to have...

- A minimum of 5 years of relevant accounting experience.
- Proficiency with accounting software, spreadsheets, and data management systems.
- Exceptional written and verbal communication skills.
- Strong problem solving and analytical skills.
- Strong organizational skills with the ability to handle multiple tasks.
- Highly developed interpersonal skills with the ability to effectively prioritize tasks.

Nice to have . . .

- Experience working with Google Suite, Excel, Airbase, Asana.
- Experience working in community-based non-profits.
- A working knowledge of the Allied Media Projects network.
- Experience maintaining confidential records and information.
- Desire and ability to work collaboratively.

Job Details and How to Apply

This role's salary range is \$55,000K-\$60,000K and includes a competitive benefits package including: employer sponsored Medical, Vision, Dental, FSA, and retirement.

This is a Full-Time position, based in Detroit, MI. This role will operate in a Hybrid working capacity, requiring 1-2 in-office work days per week, at our office located at 4731 Grand River Avenue, Suite 400, Detroit, MI, 48208. The working hours for this position are Monday - Thursday, 10 am - 6 pm EST.

The ideal start date for this role is **May 19, 2025**.

To apply:

Please send the following to work@alliedmedia.org with the subject line “**Last Name, First Initial - AMP Finance Administrator**”

- Cover Letter



- In your cover letter, please include an answer to the question: “What does compliance in accounting mean to you?”
- A Resume/CV

All completed applications received by **April 30th** will be considered.

AMP currently operates in Michigan and has established partners in Arizona, California, Georgia, Illinois, Maryland, Massachusetts, Minnesota, North Carolina, New Jersey, New York, Pennsylvania, Tennessee, Virginia, and Washington, and will only consider candidates in these states.

Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, age, ethnicity, national origin, immigration status, sexual orientation, religion, disability, height, weight, veteran status or marital status.

