



**The Forum of Incident Response and Security Teams, Inc. (FIRST) (a non-profit association) is seeking an Associate** to join our Operations Team.

The Administrative Assistant and Bookkeeper position is responsible for providing office support, clerical, and daily bookkeeping tasks to ensure FIRST adheres to best practices and requirements for non-profit business operations and reporting.

Confidentiality, efficient time management, excellent organizational skills, and attention to accuracy are essential qualifications for this position, as is the ability to communicate clearly.

#### **Essential functions / Tasks**

- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by the Executive Director and in accordance with FIRST's accounting policies and procedures.
- Responsible for maintaining the general ledger in QuickBooks.
- Maintain, reconcile, and deliver reports to the Executive Director.
- Provide information to the external accountant in a timely manner for the production of financial statements.
- Maintain an accurate and organized file system.
- Prepare report data for the Executive Director to ensure timely compliance with local, state, and federal government reporting requirements.
- Provide clerical and administrative support to the Executive Director as requested.
- Administrative and project support to the operations team, including data maintenance, financial management, ticketing review (daily and weekly) and reporting.
- Support Community and Capacity Building program initiative delivery and reporting, including support for financial and progress updates for donors and publishing towards the International Aid Transparency Initiative (IATI).
- Build and sustain strong member relations in handling member requests and volunteer interaction.
- Coordinate content for association member e-newsletters and other communications.

#### **This Role Might Be for You If You Have...**

- Bachelor's degree in accounting or business administration, or equivalent business experience.
- Knowledge of non-profit bookkeeping and generally accepted accounting principles.
- QuickBooks and Excel expertise.

- A basic understanding of non-profit business operations.
- Excellent written and verbal communication skills.
- Ability to understand financial data, processes, and procedures.
- Perform job responsibilities in an efficient and timely fashion.
- Proficiency with Office Suites (Google Docs, Microsoft Office).
- A high degree of attention to detail, accuracy, and organization.
- Friendly and customer service oriented.

This is a fully remote position with a flexible work schedule.

### **Benefits**

- Competitive salary
- Competitive benefit package
- Ability to grow within the organization and learn new managerial and technical skills

### **Applying**

To apply, please send your CV and a cover letter, detailing why you are interested in the role and what you can bring to FIRST to [jobs@first.org](mailto:jobs@first.org). Closing date for applications is 8th November 2024

We will treat your application as confidential within the FIRST organization. At a later stage we may consult with others, after informing you and getting your agreement.

### **About FIRST**

The Forum of Incident Response and Security Teams (FIRST) is a globally focused, US incorporated non-profit association, bringing together incident response and security teams from around the globe. FIRST runs different programs including training courses and capacity building, standards development, conferences, meetings and cyber security information sharing with the goal to build Security Incident Response Team (SIRT) communities. FIRST has approximately 750 member teams in over 110 countries and continues to grow. Our primary mission is to enable our members around the world to work collaboratively and facilitate maturity in global incident response capability.