



united
palestinian
appeal

Job Announcement: Administrative and Finance Assistant HQ

Position Type: Full time, exempt (not eligible to receive overtime pay)

Compensation: \$40,000 - \$45,000 annually

Location: UPA Office, Washington, DC

Reports to: Executive Director

Position Summary

UPA is seeking a highly motivated and qualified individual interested in launching a career in nonprofit institutional administration. This role offers a unique opportunity to gain firsthand experience in elements of administration, finance and human resources, among other skills.

The Administrative and Finance Assistant is a member of UPA's administrative and finance team and will work with the Executive Director to support administrative, HR and finance roles within the D.C. HQ office and serve as liaison between the HQ and field offices.

Key Responsibilities

1. Serves as the initial point of contact for all telephone and electronic communications, building management office and HQ service providers including IT and other technical services.
2. Manages all administrative tasks according to UPA's standard operating procedures, including but not limited to revenue processing, compliance, mail, document retention and destruction, internal and external meetings and schedules, the use of facilities and the tracking of inventory.
3. Coordinates internal and external events.
4. Manages and coordinates all HQ financial activities with the finance manager.
5. Ensures compliance with administrative, procurement and financial procedures and policies of the organization
6. Initiates and manages the recruitment process of UPA's HQ vacancies.

Qualifications

1. Bachelor's degree in accounting or related field.
2. At least 5 years of employment experience in administration, bookkeeping, or office management.
3. Excellent oral and written communication skills both in English and Arabic.
4. Familiarity with Microsoft Office and expertise in accounting software is required.
5. Positive professional attitude, self-motivated, and energetic.
6. Strong interpersonal skills, and phone and email etiquette.
7. Meticulous attention to detail, thoroughness, and experience with data entry required.
8. Strong interpersonal and organizational skills.

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Application Process

To apply, please submit a one-to-two-page resume and one page cover letter to employment@upaconnect.org with the subject: "Administrative and Finance Assistant."

Applications are reviewed on a rolling basis.

About UPA

United Palestinian Appeal, Inc. is a 501(c)(3) New York not-for-profit corporation, with headquarters in Washington, D.C. and field and program staff in the West Bank, the Gaza Strip, Jordan, and Lebanon. Established in 1978 in New York by Palestinian American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs. UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.