



FINANCE & OPERATIONS ASSOCIATE

Full time - Exempt



ABOUT NAF

Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

Company Profile

Location
Minneapolis, MN

Size
22 staff members

FY 2025 Revenue
\$13.2 million



VISION

A world without Ataxia.

MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.

Core Values

NAF's values are grounded in our passion and empathy for the Ataxia community.

- **Caring** – We respect one another and those living with Ataxia.
- **Motivated** – We use our passion to inspire our community to act NOW!
- **Collaborative** – We evolve together and support each other to achieve our mission.
- **Impactful** – We listen to our members to build creative, meaningful programs.
- **Accountable** – We are transparent in our words, actions, and results.





FISCAL YEAR 2025 HIGHLIGHTS

- **\$3.3M+** spent on research and drug development initiatives
- **\$1.2M+** spent on education and support programs
- **80%** of our expenses **directly support** the programs we offer
- **18 Ataxia research grants** awarded
- **674 local support group meetings** hosted
- **99 advocacy meetings** with members of Congress
- **41 clinicians trained** at NAF's Ataxia Clinical Training
- **43 NAF Ataxia Centers of Excellence** around the world

WAYS WE FULFILL OUR MISSION





POSITION DETAILS



Finance and Operations Associate

Reports to Finance Director
Full Time, Exempt

Compensation
\$45,000 to \$55,000

Location

Most work is performed remotely. Applicants must have reliable internet service and dependable transportation to pick up mail from a designated P.O. box location.

Position Summary

The Finance and Operations Associate provides administrative, coordination, and process support to help ensure the efficient day-to-day functioning of Finance and Operations. This role supports core activities such as managing the Finance inbox, maintaining organized records and tracking logs, assisting with expense and reimbursement workflows, and coordinating routine requests across departments. The Associate also contributes to operational tasks, including compliance tracking, equipment and inventory oversight, and event-related support.

This position is well-suited for a detail-oriented individual who is highly organized, proactive, and comfortable working with systems and processes. The Associate works under regular supervision, consistent with NAF's Associate-level expectations, while building foundational knowledge of finance and operational workflows.



Qualifications

- Associate degree, or related administrative experience
- Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook
- Experience with Zoom (meetings, webinars, breakout rooms, screen sharing, recordings)
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Ability to work independently in a remote environment



Core Competencies

To be successful in this role, candidates should possess the following skills:

- **Empathy and Compassion** – Passionate about enhancing the quality of life for individuals and families impacted by Ataxia. Exhibits a keen ability to empathize with others, approaching all interactions with kindness and a deep concern for the well-being of the Ataxia community.
- **Communication** – Clear, professional writing and the ability to communicate effectively with staff and stakeholders.
- **Interpersonal** – Has the ability to engage professionally and effectively with both colleagues and members of the Ataxia community, fostering positive interactions.
- **Cultural** – Demonstrates a deep respect for diversity in all its forms, including race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability or disability, and religious or political beliefs.
- **Organization** – Ability to track multiple tasks, manage timelines, and maintain accurate documents.
- **Technical** – Experience with, or the aptitude to quickly learn software such as project management tools, donor databases and other software is essential.



Key Responsibilities

Finance & Accounting Administrative Support

- Prepare and organize documentation for month-end close support (no final review or approval)
- Run routine financial and transactional reports as requested
- Maintain organized digital filing systems for finance records
- Support tracking of grants, restricted funds, or projects under direction
- Maintain confidentiality of financial, employee, and organizational information

Compliance, Tracking & Documentation

- Request and track certificates of insurance (COIs), renewals, and related compliance deadlines.
- Maintain schedules for contracts, subscriptions, and finance-related renewals
- Assist with audit and compliance preparation by organizing requested materials
- Help maintain and update SOPs and process documentation

Expense, Travel & Reimbursement Support

- Track staff reimbursements and travel-related expenses
- Support expense documentation review for completeness before submission
- Assist with staff stipend tracking

General Administrative Support

- Manage the Finance inbox and route inquiries as appropriate
- Provide general administrative support to Finance & Operations to ensure smooth day-to-day operations
- Serve as a point of coordination between Finance and other departments for routine requests
- Perform data entry and maintain accurate tracking logs for operational and financial activities, including expenses and reimbursements
- Maintain the equipment list
- Assist with Annual Ataxia Conference registration as needed
- Retrieve mail from the post office



Key Responsibilities (continued)

Additional Duties

This is a remote position, with occasional travel. All travel expenses are paid. Reasonable accommodation will be provided for individuals with disabilities to perform essential job functions.



Benefits Offered

- Medical, Dental and Vision Insurance
- Healthcare flexible spending accounts, FSA or HSA
- Employer-paid basic term life insurance
- Short-term and long-term disability
- Paid parental leave program
- Sick Leave, earn up to one day per month
- Vacation, 15 days per year (20 days after 5 years of service)
- 9 paid holidays plus annual office closure between Christmas and New Year's
- 401(k) plan with employer match



How to Apply

To apply, email your cover letter and resume to **Patricia Morel** at pat@ataxia.org. Please note "Communications Coordinator" in the subject line.

EEOC Statement

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.