Finance & Operations Contractor RFP

Status: Freelance, Part-Time
Location: Bay Area Preferred
Reports To: Executive Director
Compensation Offer: $50-55/hour, depending on experience; 15-17 hours per week
Submit Resume, Cover Letter, and Proposal to info@shulginfoundation.org, with "Finance & Operations Contractor" in the subject line.

About the Shulgin Foundation
The Shulgin Foundation, founded in 2023, is a nonprofit organization dedicated to preserving the profound legacy of Ann and Sasha Shulgin, pioneers in psychedelic science and therapeutic exploration. The Foundation promotes education, research, and community-building around psychedelics and stewards the Shulgin Farm as a place of community and education. At the heart of our mission is a commitment to creativity, scientific inquiry, and healing practices that expand consciousness and deepen human connection.

Position Summary
The Finance & Operations Contractor will play a key role supporting financial and operational functions of the Shulgin Foundation. Supervised by the Executive Director, this position will oversee recurring financial processes, budgeting and reporting support, vendor and contractor administration, compliance tracking, and organizational systems. The Finance & Ops Contractor will work closely with the Executive Director, staff, bookkeeping contractors, and external accounting partners to ensure that the Foundation's financial and operational infrastructure is accurate, organized, and effective. This is an opportunity to contribute to a growing, mission-driven nonprofit while helping build the systems that support the Foundation's continued development.

This position is a contract position with the capacity for growth. As such, the contractor will determine their own schedule of execution, as it aligns with the below scope of work. Inner team meetings will be scheduled to align with the contractor's calendar, with the highest requirement being the satisfaction of the scope of work and associated projects.

Key Responsibilities
Financial Management & Administration
- Manage weekly financial processes, including accounts payable, reimbursements, deposits, and transaction recording.
- Review and maintain accurate financial records and supporting documentation.
- Oversee bank, credit card, and account reconciliations and resolve discrepancies.
- Monitor invoices, payments, receivables, recurring expenses, and cash activity.
- Coordinate with the Foundation's accountant and other financial service providers.

Budgeting & Financial Reporting

- Maintain budget tracking and budget-to-actual reporting.
- Prepare regular financial reports and schedules for review by the Executive Director.
- Monitor program, project, event, and departmental expenses.
- Assist with annual budgeting, forecasting, and cash-flow planning.
- Identify significant variances, trends, or financial issues and bring them to the senior management's attention.

Accounting, Compliance & Controls

- Coordinate month-end and year-end financial close activities.
- Maintain records and documentation required for tax filings, audits, and financial reviews.
- Track organizational filing, renewal, insurance, and other compliance deadlines.
- Implement and maintain financial procedures and internal controls under the direction of the Executive Director.
- Ensure financial and operational records are maintained accurately and consistently.

Operations & Administration

- Manage day-to-day administrative and operational systems and processes.
- Maintain vendor, contractor, subscription, insurance, and organizational records.
- Coordinate purchasing, expense management, vendor relationships, and administrative services.
- Maintain organizational files, spreadsheets, databases, and other administrative systems.
- Help develop and improve operational procedures and workflows.

Staff & Contractor Coordination

- Coordinate with staff, contractors, vendors, and external service providers on finance and administrative matters.
- Support onboarding and administrative processes for contractors and vendors.
- Provide guidance to staff on routine financial and administrative procedures.
- Coordinate recurring work and deadlines within the finance and operations function.

Finance & Operations Improvement

- Identify opportunities to improve financial and operational systems, processes, and documentation.
- Help implement new systems, tools, and procedures as directed by the Executive Director.
- Maintain organized and accessible financial and operational information.
- Support special projects related to organizational growth and infrastructure.

Qualifications

- 3+ years of experience in finance, accounting, operations, administration, or a related field.
- Experience managing day-to-day financial and administrative functions.
- Strong understanding of bookkeeping, reconciliations, budgeting, and financial reporting.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities, recurring deadlines, and independent projects.
- Strong written and verbal communication skills.
- Ability to identify issues, exercise good judgment, and escalate matters appropriately.
- Experience working with nonprofit organizations preferred.
- Experience coordinating vendors, contractors, accountants, or other external service providers preferred.
- Commitment to the mission, values, and goals of the Shulgin Foundation.