



POSITION ANNOUNCEMENT

Finance and Contract Specialist

June 2026

About Every Texan

Every Texan believes that social justice requires public policy. Since its founding in 1985, Every Texan (formerly the Center for Public Policy Priorities) has leveraged public policy to expand opportunity and equity for Texans of all backgrounds.

Even though our state has enough resources for everyone to thrive, too many Texans can't access the conditions they need to do so. That's where we come in. We research, analyze, and advocate public policies to achieve equitable access to quality health care, food security, education, and good jobs.

About the Role

We're looking for a Finance and Contract Specialist to join our Finance and Administration department. This is a full-time, exempt role for someone who thrives in a fast-paced environment and is excited to work with subscriptions, grants and contracts, expense management, AP and vendor set up, insurance administration, purchasing, administrative support and travel requests. This requires strong organizational skills, the ability to manage multiple priorities, and interpersonal relationships in working across departments.

Essential Duties & Responsibilities

- Coordinate and track organizational subscriptions, contracts, MOUs, grant agreements and awards for renewals, close out, tracking, and documentation in collaboration with other staff and departments.
- Run contracts and organizational documents through DocuSign and maintain accurate digital filing systems.
- Responsible for employee credit cards and expense reporting systems, ensuring accurate coding, receipt collection, and compliance with organizational policies.
- Handle all accounts payable and accounts receivable processes, including vendor setup, invoice processing, payment tracking, and vendor communication.
- Coordinate liability insurance renewals and serve as liaison with insurance brokers to ensure timely and accurate coverage management.

- Support compliance and administrative operations, including lobbying reports, payroll support, 403 b and IRA payments, onboarding, software account management, and audit preparation.
- Assist staff with tax-exempt purchasing documentation and ensure vendors apply tax-exempt status appropriately.
- Review and process travel requests and expense reimbursement to ensure accuracy, completeness, and compliance with GSA rates.
- Provide ongoing administrative and financial support to the Senior Director of Finance and Administration.

Required Qualifications

- Bachelor's degree or certificate in accounting, bookkeeping, or a related field;
- 3+ years of experience in nonprofit financial and contract management;
- Ability to exercise sound judgement, work across collaborative teams, and take initiative with minimum supervision;
- Proficiency with QuickBooks Online and advanced Excel; familiarity with Paycom and Bill.com.

Preferred Qualifications

- Knowledge of Cardpointe
- Knowledge of Monday.com and use of Monday boards
- Understanding of nonprofit grant funding and allocations processes

Working Conditions & Physical Requirements

- This role is primarily remote, with periodic in-person meetings in the Austin metropolitan area. Candidates must reside locally and be able to travel to nearby meeting locations as needed.
- The position involves extended periods of computer-based work, participation in virtual and in-person meetings, and regular communication (both verbal and written).
- Occasional lifting or transporting of materials (up to approximately 25 pounds).
- We recognize that there are many ways to successfully perform this work. If you are excited about this role but your experience or abilities don't match every listed expectation exactly, we encourage you to apply. Every Texan is committed to providing reasonable accommodation and creating an inclusive environment where all employees can thrive.

Compensation & Benefits

- **Salary: \$62,250-\$74,250**
- **Comprehensive benefits package**
- **Not eligible for union membership**

How to Apply

Send your resume and a comprehensive cover letter to apply@everytexan.org with Finance and Contract Specialist in the subject line. Applications are reviewed on a rolling basis until the position is filled.

Every Texan is an equal opportunity employer.

Qualified applicants are encouraged to apply regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, LGBTQ or any other characteristic protected by law.

If you require assistance or reasonable accommodation during the application or interview process, please contact HR at apply@everytexan.org.