



JOB TITLE: Financial Administrator
REPORTS TO: Treasurer
LOCATION: Remote/16-20 Hours per Month

JOB SUMMARY

Demonstrating the organization values of compassion, respect, learning, and adaptability, this position will work closely with the Managing Director and the Board. This individual will prepare and maintain financial records to track the organization's assets, liabilities, income and expenses, and other related financial activities. This includes, but is not limited to accounts payable and receivable, vendor reimbursements, budgeting, financial statements, general ledger, journal entries, and reconciling accounts.

PRIMARY RESPONSIBILITIES

BOOKKEEPING

1. Tracking expenses and income.
2. Assist in preparing and consolidating financial statements, including monthly, quarterly, and year-end statements.
3. Maintain all aspects of the general ledger, make journal entries and reconcile accounts for the monthly and annual closing.

VENDOR ACCOUNTS

1. Tax compliance tracking and assistance.
2. Process payments for presenters, teachers, contractors and vendors. This may include processing international payments. Place and track orders for organizational purchases.

TAX COMPLIANCE AND ASSISTANCE

1. Prepare and file vendor related 1099s in compliance with federal, state and local requirements.
2. Assist treasurer in other tax filings as needed.

BUDGET

Assist the treasurer in the preparation of organization budgets and forecasts.

REQUIRED QUALIFICATIONS

1. Degree in related field or 2-3 years of direct related experience may be considered in lieu of degree.
2. Demonstrate ability to multi-task, establish priorities for job tasks, problem solve and work independently with minimal supervision.
3. Highly organized with the ability to work with a high level of accuracy, and with a great eye for detail.
4. Excellent communication skills and the ability to work with a wide variety of personality types.
5. Proficient in data entry skills, and working knowledge of Excel and Word.
6. Experience with accounting and financial functions.
7. Adept at creating collaborative relationships with peers, managers and external partners; a team player.

PREFERRED QUALIFICATIONS

1. QuickBooks Online accounting software highly preferred.
2. Experience with Wild Apricot preferred.

PAY RATE

This is a contract position at \$23/hour.

APPLICATION INFORMATION AND INSTRUCTIONS

Application period closes May 1, 2024; hiring decision by June 1, 2024.

Submit resume and cover letter to tlan.coordinator@gmail.com with the subject line: Financial Administrator Application.