

Finance and Operations Coordinator

Literacy Works is seeking a dynamic, self-directed individual to join our team as the Finance and Operations Coordinator.

Part-time: (20 hours/week)

Salary: \$18.00/hour

About Literacy Works:

Literacy Works' mission is to strengthen adult literacy, parent education, and workforce development programs by developing and providing innovative training and knowledge-sharing opportunities for professionals and volunteers. Literacy Works is a growing organization that trains over 700 volunteers and staff from our 50 member agencies.

Responsibilities:

- A/R: Enter all grants, donations, and special event purchases, process credit card contributions
- A/P: Prepare accounts payable, enter invoices, process payments
- Obtain signatures for checks, mail checks
- Reconcile development records with accounting records
- File copies of payables, maintain all other finance department files
- Coordinate bank deposits on a bi-weekly basis
- Issue and manage invoices for Fee for Service contracts
- Point person for vendors
- Provide staff and board with financial reports and financial data when requested
- Implement accounting procedures and follow finance department policies
- Assist in developing the yearly budget and monitoring
- Assist with preparation of materials for annual audit
- Manage HR functions including onboarding new hires, changes, and terminations
- Serve as the project manager for technology infrastructure (i.e. database, website, etc...)
- Perform monthly maintenance for website (i.e. back up files, etc..)
- Complete other assignments/tasks as necessary

Qualifications:

- Bachelor or Associate degree plus 2 years of bookkeeping and nonprofit administrative experience
- Strong computer skills, including Excel, Word, and Google Docs/Spreadsheets required; Experience with QuickBooks preferred.
- Ability to work independently and think creatively
- Excellent communication skills
- Excellent attention to detail

How to Apply:

Please submit cover letter and resume to jobs@litworks.org.

Literacy Works is an equal opportunity employer. For more information, visit our website: www.litworks.org