



- Position:** Accounting and Administrative Specialist
- Minimum Qualifications:** Associate degree in finance or business, plus 2-5 years financial accounting and human resources experience in the nonprofit sector. Proficient with Excel, Outlook and Word.
- Reports to:** Finance Director
- Position Purpose:** To maintain complete and accurate financial and other business records needed for optimum operation; coordinate business operations of the agency related to human resources and office management.
- Schedule:** Flexible schedule with an average of 24 hours a week. Due to work flow, may be increased need first 2 weeks of each month and decreased need last 2 weeks of each month
- Pay Range:** \$16.00-\$19.00 DOQ

Duties & Responsibilities:

1. Accounting Responsibilities Using Peachtree/Sage Accounting Program

- Billing, accounts payable and other bookkeeping functions
- Assist with accounts receivable, deposits and bank reconciliations
- Maintain accurate and up to date records, billings and receipts for all contracts, grants, vendors etc. including restricted funds and donations
- Maintain agency records in accordance with Records Retention Policy
- Provide assistance and early warning of cost over-runs, excessive charges and potential penalties
- Generate financial reports as requested from accounting program

2. Client Records

- Maintain accurate and up-to-date records of billable service hours, billings and payments
- Send bills and issue refunds to clients on proper schedule in accordance with each program's fee structure and document in Contact Sheets and Client Binders

3. Human Resources Functions

- Provide new hires with appropriate on-boarding business/benefits/bookkeeping forms, instruction and processing
- Maintain employee files, conduct background checks
- Serve as backup for processing bi-monthly payroll

4. Operations

- Monitor and order office supplies for all business locations
- Assist in coordinating research, purchase/lease and maintenance of business services and equipment
- Assist in updating office and service provider contacts and records
- Be the first point of contact for employees regarding building maintenance and tech issue's

5. Client Services

- Answer client and partner inquiry calls respectfully and with genuine positive regard
- Consistently execute EVOLVE's promise of partnership and excellence in service to clients

6. Contribute to Agency Well-being and Effectiveness

- Participate as an active team member in day to day tasks and special projects
- Maintain positive inter and intra agency interactions and communication

Professional Responsibilities

- Passion for adoption, foster care, family welfare, volunteering and/or nonprofits is ideal
- Strong written and verbal communication skills
- Ability to work independently and contribute to a team
- Ability to organize tasks, establish priorities, follow defined procedures, and create improvements to existing procedures
- Ability to maintain strict confidentiality regarding client and personnel information

Equal Opportunity Statement and Non-Discrimination Policy

The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.