

AP/AR Admin Clerk

Role Description

Reports to: CEO

Job Category: Hourly employee

Job Location: Remote with some in-person meetings

About Families Flourish:

Families Flourish (Flourish), a nonprofit organization, is an innovative program to improve life outcomes for children and their families by creating opportunities for residential and financial stability. Families Flourish empowers families to address their total needs over a 3-year period, reversing historic barriers by fostering greater inclusivity, equality, opportunity and access to housing, education, and family wellness. We do this through comprehensive coaching and programming along with partial rental support that facilitates self-sustainability.

The AP/AR Admin Clerk's role at Families Flourish:

The AP/AR Admin Clerk works with the administrative team to code revenue and process expenses on a weekly and monthly basis. The person who assumes this role is analytical, experienced, dependable, and highly organized. This position is remote.

Position Details:

Part-time, approximately 45 hours per month

- Initially there may be more hours in a month due to onboarding and training
- Hours average approximately 10 per week throughout the year
- Workload increases during the fall fundraising season, with lighter hours during the rest of the year
- Entirely remote; preferable to be local and be able to handle some local activities, as needed
- Flexible schedule
- Compensation: \$20–\$23 per hour, based on experience

Specific Tasks:

This role has responsibilities as follows:

Administrative & Expenditure Processing

- Expenditures
 - Process financial and expenditure invoices and send to outside accountant for timely payment of expenses.
 - Process invoices by Wednesday that have been forwarded and authorized by CEO

- Process all team member's monthly VISA credit card bills to ensure timely payment.
- Ensure W9s have been received for all new vendors and that emails, addresses, etc. are correct for all expenses.
- Review expenditure coding for accuracy of all invoices.
- Revenue
 - Code revenue, pledges, and other monthly donations.
 - Record all donations deposited in the bank account in Customer Relationship Management (CRM) software
 - Ensure the CRM and the bank match by the end of the day every Thursday and every month for review from outside accountant
 - Keep up with the OSU Report donations and ensure they are logged to CRM
 - Conduct monthly audits of financial reports to ensure accurate and complete records.
 - Audit the bank account with CRM and pledges monthly.
 - Audit the external accounting firm's financial report each month.
 - When requested, pick up mail as needed, prepare deposit information, enter all checks/donations into CRM

Skill Requirements for Data Entry Clerk:

1. Attention to detail and timeliness of work
2. Experience with CRM databases, preferably Bloomerang
3. Experience with expense coding
4. Experience with ACH, online payment, Bill.com and other payment gateways
5. Strong accounts payable and accounts receivable experience
6. Experience with 1099 reporting and independent contractor
7. Highly organized and able to manage multiple priorities
8. Self-motivated and capable of working independently in a remote environment
9. Reliable, responsive, and comfortable communicating virtually
10. Comfortable working in a growing, entrepreneurial organization
11. Willingness to make a long-term commitment to Families Flourish

Application process:

Please send a cover letter, resume and a list of three professional references by email to:
Amy.Klaben@FamiliesFlourish.org.

Failure to submit all requested materials may result in application being rejected.
No phone calls, please.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Families Flourish is an equal employment opportunity employer. The Company’s policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, religion, national origin, age (40 and over), disability, military status, genetic information or any other basis protected by applicable federal, state, or local laws. Families Flourish also prohibits harassment of applicants or employees based on any of these protected categories. It is also Families Flourish’s policy to comply with all applicable federal, state and local laws respecting consideration of unemployment status in making hiring decisions. We encourage individuals from all backgrounds to apply.