

Finance & Administrative Assistant



We are seeking a detail-oriented and organized individual to join our team to assist with finance and administrative duties. This is a part-time position requiring 20-25 hours per week at \$20 per hour. The position is mostly remote with some in-person meetings. Evening and weekend availability may occasionally be required for special events. Competitive hourly pay rate commensurate with experience.

Responsibilities:

Finance:

- Process accounts payable and receivable transactions
- Perform bank and credit card reconciliations
- Recurring filings like sales & use tax, sales tax refund tracking/submission, insurance
- Maintain accurate records of donations and grants
- Support in preparing financial reports, budgets, and audits

Administrative:

- Provide administrative support to the executive director and leadership team
- Solicitation license renewal
- Administrative tasks associated with human resources
- Coordinate committee meetings, take minutes, and maintain calendars
- Assist with special projects and event coordination as needed
- Other general administrative and clerical duties

Requirements:

- 3-4 years of experience in bookkeeping/finance (accrual accounting, tax preparation) and administrative roles, ideally with nonprofits.
- Associate's degree in accounting, finance or a related field preferred.
- Proficiency with QuickBooks accounting software and Google Workspace, including Gmail, Google Sheets, Docs, and Drive. Experience using Monday.com is a plus.
- Excellent organizational, time management, and multi-tasking abilities
- Strong verbal and written communication skills.
- Attention to detail and commitment to accuracy.
- Ability to work independently and as part of a team.

APPLICATION INSTRUCTIONS:

Submit resume and cover letter to Tashi Brewster at tashi@championsforwildlife.org

Learn more about Champions for Wildlife and the mission to get kids excited about wildlife through art and education at www.championsforwildlife.org.

Champions for Wildlife is an equal opportunity employer fostering diversity. All backgrounds are encouraged to apply.