

Job Description Administrative and Accounting Associate

About ValorUS

ValorUS is a national organization committed to advancing equity and ending sexual violence. Since our founding in 1980, we have continued to build dynamic relationships across a diverse range of communities, institutions and systems, and mobilize our network of survivors and advocates to influence change. Through leadership, prevention, and advocacy, we are fearlessly pursuing a world free from violence where the dignity of every person is valued and respected.

PURPOSE OF POSITION

Under the supervision of the Director of Operations, this position is responsible for both Administrative and Accounting duties. General duties include office, finance and coordination of VALOR's Sacramento Office. This support includes, but is not limited to; accounting and finance, management of all filing/record keeping systems related to finance, contracts and vendor information, general administrative support and receptionist duties. This position will contribute to the efficient functioning of the office and will work closely with the finance department to ensure effective and efficient operations. This is a full-time (w/full benefit package) non-exempt position based in our Sacramento office.

ESSENTIAL DUTIES

Administrative Duties:

- Answer and route all incoming telephone calls
- Inventory, order and maintain supplies.
- Keep supply room organized.
- Maintain and update voice mail/phone system and front door passcodes for staff whenever needed.
- Maintain and update staff directory.
- Process incoming and outgoing mail, bulk mailings, pack and mail materials to various locations.
- Login all checks received.
- Maintain organized office filing system (paper and electronic) for agency files.
- Assist in archiving older files for electronic or physical storage in compliance with the agency's funders.
- Maintain and keep up professional appearance of conference room/general reception area on a daily basis.
- Ensure timely maintenance and repair of office equipment.
- Review & revise job applications and job descriptions.
- Schedule and prepare documents for job interviews.
- Schedule various meetings through Zoom.

Accounting Duties:

- Process accounts payable and receivable in Quick Books (QB).
- Reconcile invoices and cash deposits.
- Reconcile credit cards monthly.
- Check company credit card expense reports for accuracy on a monthly basis.
- Track and follow up on aged receivables.
- Process and maintain spreadsheets in Excel.
- Enter cash receipts.

- Maintain Grant files to ensure current documentation is in place.
- Maintain vendor contracts, subcontracts and fee for service agreements to ensure payments match and a W9 is on file for each vendor.
- Process invoices for all sub-recipient grantees and ensure accuracy of all documentation.
- Maintain and ensure that all sub-recipient compliance documents are complete and in order.
- Audit timesheets/leave forms for payroll.
- Track “**use tax**” monthly and post to general ledger.
- Check for accuracy in figures, postings and reports.
- Assist with special accounting projects.

Administrative Support:

Assist Director of Operations with daily tasks and other duties and projects as assigned.

REQUIREMENTS

1. High school diploma or equivalent with a minimum of 3-5 years professional experience in the field of accounting and administration.
2. Ability to type 40 wpm with speed and accuracy.
3. Excellent organization skills are a must! Ability to be flexible and prioritize tasks.
4. Professional phone skills and able to use voicemail.
5. Experience in office systems, office equipment and software programs, including Windows, QBs, Microsoft Office Systems, online fax system, postage meter, copiers, network systems, and more.
6. Demonstrated experience in bookkeeping and accounting functions, such as processing invoices, accounts payables, accounts receivables.
7. Must have an understanding of debits and credits.
8. Demonstrated experience in Excel and QuickBooks is highly preferred.
9. Ability to be bonded.
10. Experience in creating, managing, and maintaining accurate and organized filing systems (both electronic and physical files).
11. Maintain cooperative and professional demeanor with staff, board of directors, RCC members and funders.
12. Must possess strong interpersonal customer-service skills, teamwork approach and demonstrate sensitivity to working with diverse populations.
13. Demonstrate initiative and self-motivation.
14. Must be detailed-oriented and able to maintain confidential and sensitive information.
15. Possession of a valid California driver license and availability of a vehicle for business and maintain auto liability coverage as required by law.
16. Accept and abide by the mission and philosophy of VALOR.

Please submit cover letter, resume and 2 references to: jobs@valor.us

VALOR is an Equal Opportunity Employer and encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

VALOR makes reasonable accommodations for qualified individuals.

All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer--related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.