

Office Administrator

Reports to: Executive Director and Philanthropy Director

Starting Pay: \$19.75/hour; Part-time

Want to work in an organization where your skills serve a humanitarian mission? The Sexual Assault Resource Agency (SARA) is a 501c3 non-profit dedicated to eliminating sexual violence and its impacts in our communities through advocacy, prevention education, and outreach. Serving Charlottesville and the surrounding counties for over 40 years, we are looking to add a skilled, dedicated, and eager individual to manage the day-to-day finances of our organization. Our Office Administrator will assist the Executive Director, CPA, and administrative team in ensuring timely and accurate management of payroll, accounts payable, vendor relationships, account receivables, and general office management. Potential for flexible work arrangement with up to two days WFH.

Responsibilities include:

- **Data entry.** Record all the expenses, donations, transactions, and other financial data into appropriate spreadsheets and software; monthly financial statements and reconciliations.
- **Accounts payable.** Maintain accurate vendor accounts; pay and record bills such as rent, utilities, water, and other operational expenses.
- **Accounts/grants receivable.** Invoice grantors and other funders for payment; and handle general deposits.
- **Cost allocation.** Make necessary allocations to keep expenses and receivables organized by program, administrative, and fundraising.
- **Payroll processing/benefits administration.** Ensure timesheets are submitted and payroll is run on a bi-monthly basis; administers benefits such as health insurance and retirement plans.
- **Annual audit prep.** Main liaison between Executive Director and CPA on the annual audit.
- **General office responsibilities.** Answer, screen, and direct calls to appropriate individual when in the office; place vendor orders; support outreach and communications as needed; other duties as assigned.

Qualifications/Skills:

Associates degree in accounting or business administration (or equivalent experience)

Proficient in Excel

Strong working knowledge of QuickBooks accounting software

Preferred candidate will have experience with nonprofit bookkeeping

Ability to prioritize tasks

Strong communication skills