

Position Title:	Administrative & Accounting Specialist	Department:	Development & Accounting
Reports to:	VP Development & Controller	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	02-10-2016	Supervises:	Yes No X

The primary focus of this position is to provide clerical/administrative support to the Development and Communication, and Accounting Departments through processing car donations, assisting with special events related to fundraising and development, improving the quality and accuracy of donor data, and working in collaboration with the Accounts Payable Specialist.

1. Development & Communication (50%)

- Provide exceptional customer service to donors wanting to donate their vehicle to VOAWW
- Ensure all needed information is relayed to Manheim
- Ensure all needed information is received from Manheim and entered in data base
- Pursue other avenues for promoting and securing auto donations
- Make use of donor data base more effective
- Maintain donor data
- Develop consistent agency processes for data entry
- Oversee bulk mail preparation
- Lead print shop activities
- Assist Development department with various development/fundraising materials

2. Accounting (50%)

- Distribute agency mail daily; listing checks received
- Input accounts payable invoices (coordinated with AP Specialist)
- Input and manage credit card receipts and monthly reconciliations
- Input and manage employee expense reports and mileage reimbursement forms
- Process outgoing mail through postage meter
- Distribute weekly AP check run (check stuffing)
- Process and monitor agency wide supply, grocery and fuel orders
- Process daily cash reports
- Transmit monthly financial statements to programs
- Maintain vendor files (invoices, W-9's, etc.)
- Assist in any area of financial record keeping as requested
- Cross train and serve as back up for AP specialist

3. Other Duties as Assigned

- Support the agency's mission through assisting or leading special projects. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

- Maintain effective organizational and interpersonal skills including written and verbal communication skills
- Excellent customer service skills
- Have a proficient knowledge of MS Office tools and be computer-savvy with electronic documentation processes

- Ability to operate a 10 key calculator
- Experience in data base maintenance and bulk mail preparation
- Ability to repeatedly lift up to 25 pounds
- Ability to meet deadlines while managing multiple projects
- Be able to identify and resolve problems in a timely manner; gather and analyze information skillfully
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables
- Accept responsibility for one's own actions and follow through on commitments
- Take initiative and independent action; asks questions wisely and as necessary
- Be committed to the agency's mission and objectives

Additional Qualifications

- AA in Accounting or related field, and three years of office/computer/accounting experience, or equivalent experience is required
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation and current clean WA State driver's license
- Able to pass background check
- Ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to: recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.