



Operations Coordinator/Bookkeeper Job Description

Position Overview

The Operations Coordinator/Bookkeeper will support the entire Freedom School Partners (FSP) team and play an essential role in regards to accounts receivable, accounts payable, administrative tasks, and human relations. S/he will screen and prioritize communications and opportunities from external and internal sources and organize and maintain administrative processes. The Operations Coordinator/Bookkeeper will be accountable for facility and supply management, as well as the technology functions of FSP.

Primary Responsibilities

Staff Support

- Provide support for the FSP staff to include all aspects of administration, with a strong focus on meeting and event coordination, travel coordination and special projects.
- Anticipate needs and proactively take action and ownership of all details.
- Administrative duties to include answering the phone and greeting volunteers or guests that may come to the FSP central office.
- Assist with summer staff training and family engagement logistics.

Technology

- Evaluate FSP's technology on a regular basis, making recommendations for changes and supervising the implementation of those changes.
- Set up computers, printers, and other devices to be used by staff and other Freedom School sites.
- Maintain an inventory of fixed assets, establish a system of safeguarding assets and help staff ensure adherence.
- Provide year-round IT support to staff, as well as to the various sites during the summer.

Bookkeeper

- Process accounts payable and cash receipts ensuring accurate allocation of expenses, contributions and partner payments.
- Collect receipts from employees and reconcile credit card statements.
- Enter monthly financial transactions into QuickBooks.
- Send timesheets and payroll data to external payroll processing company and record bi-weekly payroll journal entries.
- Assist in preparing schedules and information.
- Ability to handle details of a highly confidential and critical nature.

Administrative/HR Support

- Hire and manage seasonal administrative staff for FSP, to include an Administrative Intern and Technology Intern.
- Assist with other administrative tasks related to hiring, on-boarding and training staff.
- Track employee time-off.
- Assist in processing new employees, including summer staff, run background checks and process tax paperwork.

Facility and Supply Support

- Create and maintain a maintenance schedule for facility and rented equipment.
- Oversee department space usage, inspections and house maintenance.
- Ensure that the central office is kept in an orderly manner, inside and outside.
- Oversee and order inventory and equipment for FSP central office.
- Serve as liaison between FSP and Covenant Presbyterian, and other service providers (utilities, cleaning, etc.).

Qualifications/Knowledge/Education

- 3+ years related experience working in a nonprofit environment (including bookkeeping experience)
- Proficient in QuickBooks
- Understanding of basic accounting principles



- Proficient in MS Office Suite (MS Word, Excel, Power Point and Outlook)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Excellent written and oral communication skills, detail-oriented, good judgement and decision-making skills, excellent interpersonal and customer service skills
- Proactive and willing to take initiative and follow-up/follow through with a variety of tasks
- Ability to handle highly confidential matters with discretion
- Ability to function effectively and efficiently in a fast-paced professional environment
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Excellent time management skills and ability to work independently, requiring minimal supervision
- Enthusiastic person with high level of professionalism and ability to lead and manage others effectively, with a strong orientation toward teamwork and collaboration
- Appreciation and support of diversity, equity and inclusion
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Chief Administrative Officer.

Compensation, Status and Benefits

- Competitive Salary \$37,500-\$42,500
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after two years of employment
- 10 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life and AD&D insurance coverage through organization's policies, premiums paid in full
- Option to participate in dental and vision insurance (employee paid)
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves and create extraordinary futures.

Application Process

Interested applicants should send resume and cover letter to admin@freedom-school-partners.org with Operations Coordinator/Bookkeeper in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a workforce which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.