**Job Posting – Finance Administrator**

**Overview:**

The Finance Administrator plays an integral role in The Junior League of Fort Worth, Inc.’s financial management. The Finance Administrator has thorough knowledge of the League. He or she works closely with the League’s Finance Vice President and the Board of Directors to maintain continuity and consistency from year to year. Responsibilities include cash management, accounting and bookkeeping duties, insurance policy administration, and performing other business operations. This person will also oversee the annual financial statement audit, tax reporting, and payroll processing. This position carries the responsibility for maintenance and management of accounts for League officers.

**Position responsibilities:**

* Prepare and analyze financial statements in an ad hoc and monthly basis;
* Assist with the annual budget process; maintain budget reporting throughout the year;
* Provide reports to the Finance VP and the Board of Directors monthly;
* Oversee the annual audit performed by an outside accounting firm – prepare audit work papers, respond to auditor requests, and review reporting for accuracy;
* Prepare work papers for the annual 990 tax return prepared by an outside firm and review filings for accuracy;
* Obtain proper approval on all disbursements and ensure request comply with JLFW Spending Policy, then prepare checks and ACH transactions for electronic approval or signatures and process approved credit card payment requests as needed;
* Reconcile bank and investment accounts monthly;
* Record all pledges, grants, and donations (cash and in-kind) and assist Finance Council to determine tax deductible information as needed;
* Manage the business operations of the Junior League, including accounting policies and procedures, credit card processing, insurance administration, contract administration, and grant administration;
* Track and report all sales tax;
* Overseeing payroll processing and file all necessary Federal and State tax forms;
* Process all payments including membership dues, purchases;
* Respond promptly to inquiries from members; and
* Assist the Finance VP in finance related functions.

**Qualifications:**

* Bachelor’s Degree in accounting, finance, or related field
* 5+ years of accounting and finance or bookkeeping experience
* Great interpersonal skills, works well in a team environment
* Technology savvy individual that has experience with or is comfortable learning QuickBooks, Outlook, Bill.com, and other applications
* Proficiency in Microsoft Office Software including: Word, Excel and PowerPoint
* Excellent communication and organization skills
* Detail oriented
* Must be a self-starter who acts with a sense of urgency
* Manages change well; supervised by a volunteer board that changes annually

**Work Hours and Location:**

* 30 hours per week; Monday through Friday 9-3 (flexibility in hours surrounding League events when needed. This will include some evening meetings.)
* Office located at 255 Bailey Avenue, Fort Worth, Texas 76107

**Please send resumes and/or inquiries as follows:** jlfwoffice@gmail.com