

**Madonna Place, Inc.  
Norwich, CT**

This is a great opportunity to help families and children at Madonna Place in Norwich, CT. The ideal candidate will have a professional “can do” work ethic, as well as experience working in a non-profit environment.

Madonna Place is an EOE/AA, Veterans encouraged to apply.

**Position:** Finance/Administrative Assistant  
**Reports to:** Executive Director  
**Hours/week:** 25 hours per week  
**Salary:** \$18-\$22 per hour (non-exempt), standard benefits package

**Requirements:**

- Associate degree or bachelor’s degree preferred
- 2+ years’ accounting and finance experience required, preferably with a nonprofit agency
- Must possess basic skills in MS Office Products (i.e., Word, Excel, etc.)
- Must have previous QuickBooks online experience
- Experience with WordPress preferred
- State Driver’s License and Auto insurance required
- Must have a clear understanding of confidentiality
- Positive attitude and team-oriented

**Financial Responsibilities:**

Accounts Payable/Accounts Receivable

- Coordinate with admin/purchasing staff to process accounts payable via PO system
- Code A/P invoices, submit for approval before posting to accounting system
- Compile and mail checks to agency vendors
- Ensure there is 100% accurate digital documentation on Agency network file
- Review and verify Insurance bills prior to entering
- Record cash receipts accurately, make bank deposits
- Process PEP payments (cash, check, credit card)
- Balance and distribute petty cash
- Code verify and enter deposits into QuickBooks On-line
- Track and prepare funding reports for the annual report

Purchasing

- Perform price comparisons and review inventory prior to ordering program/office supplies
- Coordinate procurement of agency and program supplies
- Provide staff with necessary equipment/supplies for a safe and comfortable work environment
- Track grant funding purchases
- Coordinate vendor deliveries
- Purchase, number, log, copy, organize, and reconcile gift cards
- Purchase various gifts and cards for staff and/or Board of Directors

**Administrative Responsibilities:**

Board of Directors support

- Coordinate distribution of monthly Board reports
- Maintain attendance, terms, annual conflict of interest statements, and other lists as needed
- Prepare packets for prospective and new members, and update the website

Building/Facilities support

- Assist the Executive Director with issues regarding the landlord, copier, telephone system, etc.
- Replenish toilet paper, hand sanitizer, soap, paper towels, utensils, paper plates/bowls for staff and clients

Human Resources support

- Assist in new employee orientation process, and update the website with new staff
- Update various internal lists to add/remove staff
- Remind staff, verify addition of mileage and receipts, forward general ledger coding to Executive Director for approval, enter in accounting system
- Maintain copies and verify auto insurance, driver's license, and auto registration documents are up to date and in compliance with Madonna Place policies
- Maintain dates of background checks to be completed by the Executive Director

Program/Fund Development support

- Assist in program coverage and reporting
- Assist in fundraising events

**Agency Expectations:**

- Follow the National Assn of Social Workers (NASW) Code of Ethics with regard to professional boundaries, client confidentiality and other professional ethics
- Participate in all individual and group supervision, team meetings and ongoing training
- Exhibit consistent attendance, punctuality, and responsible use of personal time with consideration of client/program/agency needs
- Educate and market program to staff and the general public
- Attend all meetings as required by funders or the agency
- Participate in professional and educational opportunities
- Ensure program services are culturally competent
- Positively contribute to the agency and staff morale
- Participate in agency events
- Comply with all agency policies and procedures as well as all State & Federal laws
- Perform other related duties as required