Job Description: Part-Time Financial and Administrative Assistant

Purpose: To help coordinate the internal work of Virginia Interfaith Power and Light (VAIPL) by providing bookkeeping services and accurately recording day to day financial transactions and general administration as a member of the VAIPL team. VAIPL is a regional affiliate of the national organization Interfaith Power & Light.

Accountability: The position is directly accountable to the VAIPL Director.

Responsibilities:

Manage organizational finances in tandem with fiscal sponsor. The person will:

- Distribute monthly expense/revenue report from fiscal sponsor to VAIPL leadership.
- Generate financial reports for grant reports.
- Send acknowledgement letters and invoices for all donors.
- Bundle and mail donation checks and send to fiscal sponsor.
- Transfer cash donations to check or money order to deliver to fiscal sponsor.
- Liaise with fiscal sponsor on annual audit, produce mid-year and end-of-year reports for fiscal sponsor and coordinate with fiscal sponsor on additional financial activities.
- Utilize QuickBooks to track grant spending.

Ensure internal recordkeeping. The person will:

- Maintain excellent filing and PowerBase database system for program compliance and data management.
- Monitor and enter data into database and accounting software.
- Assist Director and communications staff in refining databases, data collection and improvement tools.
- Responsible for updating the mail database.

Develop funds. The person will:

- Help oversee management of programmatic budget to ensure effective and compliant use of grant and contract funds.
- Track and monitor goals and grant deliverables per organizational priorities and for grants.
- Manage and coordinate deadlines and requirements for assigned grant reporting.
- Manage preparation and completion of mailed appeals.
Ensure internal communications and help with external communication. The person will:

- Assist with scheduling and general inquiries.
- Assist with communication to the Steering Committee (sending out meeting notices and reminders, taking meeting minutes, making meeting agendas, keeping records).
- Assist with the coordination of website maintenance—ensure that new and consistent information (article links, stories, photos, and events) is posted regularly.
- Develop and submit regular reports to leadership regarding status of activities and measurable objectives.
- Develop and maintain a high level of communication and positive relationships with staff, administration, and community partners.
- Other administrative duties as needed.

Evaluation: The position will be evaluated based on this job description, annual goals and objectives and other tasks accomplished.

Salary, Benefits, Expectations: The Program Coordinator position is an hourly position (at least 15-20 hours/week) with flexible scheduling. Occasional weekends and evenings required. This position is dependent on grant funding (lasting one year and can be extended based on grant renewal). All staff are working remotely during the pandemic. Starting salary of $20.20/hour. This is a part time position and does not provide benefits.

Knowledge, Skills, and Qualifications:
- Excellent written and oral communication skills (Required)
- Associate or Bachelor’s degree or equivalent work experience in accounting, budgeting, or finance related field. (Desired)
- 2-4 years bookkeeping experience (Required)
- General knowledge of GAAP (Preferred)
- Proficient in QuickBooks (Required)
- Intermediate skills in Microsoft Excel, Microsoft Word and Google Drive (Required)
- Experience with Canva and WordPress (Preferred)
- Organized and pays attention to detail (Required)
- Knowledge of non-profits (Preferred)
- Passion for caring for the environment and working in the interfaith community. (Required)
- Have experience as an active leader in a religious or faith community — with or without seminary training — and/or have passion for faith-based activism (Preferred)
To Apply:
Please fill out the short form at https://forms.gle/wTaVj7Yq1Jun3Yke7 and forward a cover letter, three professional references, and resume to kcrawford@vaipl.org with “Financial and Administrative Assistant” in the subject line and include where you heard about the position. Applications will be accepted until the position is filled.