



POSITION DESCRIPTION: Part time Office Administrator and Bookkeeper

Application Deadline: October 24, 2024

Anticipated Start Date: November 2024

Organizational Background:

Global Ties KC is a non-profit volunteer service organization whose purpose is to improve global understanding and achieve peace through exchange programs between international visitors and citizens in our communities. Global Ties KC promotes citizen diplomacy by person-to-person contacts to help shape United States foreign relations "one handshake at a time." We bring over 400 delegates to KC each year, including business, non-profit, and government leaders from over 100 countries. International Visitor Leadership Program alumni include over 500 current or former Heads of State.

The office administrator/bookkeeper will be tasked with managing QuickBooks online accounts, ensuring compliance with federal grants, and work on billing, invoices, and managing accounts receivable.

Responsibilities:

- Manage QuickBooks Online account including reconciling accounts payable and accounts receivable, managing billing for services, balance QuickBooks Online with bank statements and donor management software.
- Reconcile credit card statements, expense approvals and receipts monthly.
- Manage outstanding accounts and follow up with agencies in arrears.
- Prepare bank deposits.
- Create agendas and materials for meetings, as directed by the Executive Director.
- Run monthly reports for data preparation.
- Order supplies, as directed by the CEO.
- Support the development and execution of financial policies and processes.
- Serve as the central point of contact for auditors, managing the preparation and submission.

Qualifications and Experience:

- Bachelor's degree in Finance, Accounting, or a related field preferred.
- Work Experience: Professional experience in accounting and finance, managing budgets of over \$1 Million.
- Minimum of 3 years of experience in financial management.
- Proficiency in QuickBooks and Microsoft Excel, with the ability to perform complex financial analysis and reporting preferred.
- Strong understanding of budgeting, financial reporting, and audit processes.

- Excellent organizational skills with the ability to manage multiple tasks and meet deadlines.
- Attention to detail and accuracy in financial data management.
- Effective communication skills, both written and oral, with the ability to present financial information clearly.
- Knowledge of grant management and compliance requirements is a plus.
- Strong attention to detail and time management skills.
- Ability to pass federal E-verify requirements.

Job Type: Part Time, 15 hours a week at \$21-\$24.00 an hour

To Apply:

1. Please submit a cover letter describing your interest and qualification, and
2. Include a current résumé, and
3. Provide a list of three to five references.

Submit via email to Courtney Brooks, President & CEO, at cbrooks@globaltieskc.org

Only applications submitted per the above procedure will be accepted for review.

Global Ties KC is committed to fostering a diverse and inclusive work environment. We value the unique perspectives and contributions of each team member and strive to create an atmosphere that embraces diversity in all its forms.