

## **ACCOUNTING AND DATA ASSOCIATE**

### **Organization Overview**

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

### **Position Summary**

Reporting to the Chief Financial Officer, the Accounting and Data Associate will directly support development and accounting functions. This position is a part-time position of 24-30 hours per week. While we are primarily a remote organization, **this position requires on-site work in Greenville, SC two to three days per week.**

### **Responsibilities**

The Accounting and Data Associate is responsible for data and donation processing as well as, finance and accounting operations.

### **Essential Job Functions**

#### **Data and Donation Processing**

- Adheres to organizational data entry standards, integrity, and security
- Collaborates with other development and accounting staff to ensure timely processing of all in-house, lockbox, and electronic transactions/donations, including adding all missing information in data files
- Follows-up with donors of failed transactions to recover revenue in a timely manner, preferably within the same month
- Coordinates and confirms matching gift donations on website portals
- Assists with member and chapter data entry, as well as other data entry tasks as needed
- Monitors/responds to donations@togetherwomenrise.org email account as necessary
- Sends tribute donation acknowledgements via mail when requested by donor

#### **Finance and Accounting**

- Maintains Batch Log and Batch File records with deposit details
- Reconciles donor database to accounting records monthly
- Assists with monthly closing procedures as necessary for internal controls
- Assists with annual audit preparation as necessary

#### **Other Administrative Tasks and Cross Training**

- Engages in cross training of other data, accounting, and/or administrative functions within Together Women Rise Home Office as necessary or requested
- Remains familiar with Accounting and Data related back office functions and be able to fill-in, if necessary. Acts in a support role for other functions involving the accounting and database operations and the organization as a whole
- Assists with mail collection, answering phones, and greeting visitors, as necessary
- Serves as primary backup to Executive Administrative Coordinator with coverage of home office voicemail and email box during absences
- Performs other duties as assigned

### **Required Minimum Education, Experience and Skills**

- An associate's or bachelor's degree in business related field
- 2-3 years of experience in related role
- Proficiency with Microsoft Office, including Excel and SharePoint
- Experience with QuickBooks

### **Preferred Education, Experience and Skills**

- Experience Salesforce or similar CRM platform
- Experience in nonprofit accounting
- Experience with Classy donation platform

### **Compensation**

This position is an hourly, part-time, non-exempt role with an hourly rate of \$20.00; commensurate with skills, knowledge and experience. Part-time benefits include paid time-off, holidays, and a flexible work schedule.

### **To Apply**

Please submit a cover letter highlighting your qualifications and experiences for the position along with a current resume.

*Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply. Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.*