



Job Title: Operations Assistant/Bookkeeper
Reports To: Director of Finance and Operations
Status: 30 hrs/wk/Salary/Non-exempt

The mission of A Just Harvest (AJH) is *to fight poverty and hunger in the Rogers Park and greater Chicago community by providing nutritious meals daily while cultivating community and economic development and organizing across racial, cultural and socio-economic lines in order to create a more just society.*

POSITION SUMMARY

The Operations Assistant/Bookkeeper provides administrative support to the Director, Finance & Operations on around operations responsibilities, bookkeeping services. The position provides grant compliance support, office support and leads office information management.

ESSENTIAL JOB FUNCTIONS

Bookkeeping

- A/R: Enter all grants, donations, and special event purchases into QuickBooks Online
- A/P: Prepare accounts payable, enter invoices, process payments
- File copies of payables, maintain all other finance department files
- Complete other finance related duties as assigned

Operations Support

- Serve as compliance assistant for grant funded projects
- Help implement of compliance process and procedures
- Manage office, answer phones and provide office support as needed

Data Management

- Responsible for upholding best practices in donor database management
- Ensure that external contacts are included in database; add and update records, remove inactive records
- Generate and scrub customized lists for fundraising and communications activities
- Develop custom reports to evaluate donor base and progress
- Create files on new donors and funders, check to make sure that accurate data has been entered
- Create timely and personalized thank you letters and receipts to donors

Skills and Abilities:

- Excellence in Microsoft Office Suite and database skills
- Handiness with IT and general office equipment necessary
- Ability to communicate effectively both verbally and written to communicate with others inside and outside of the organization

Compensation

- Salary is \$34,400 – \$35,500 commensurate with experience
- Comprehensive benefits package (with some employee contributions) includes medical, dental, vision, life, and short term disability insurance.

A Just Harvest is community centered. Ideas become opportunities out of poverty. Skills and gifts are celebrated and nurtured. Our work is carried out via creative and dedicated staff; faithful and caring volunteers; generous and visionary supporters; courageous and forward-thinking leaders; and with a community that is resilient and hopeful. We are an Equal Opportunity Employer committed to racial equity and dismantling anti-Blackness.

Interested applicants should send resume and cover letter to accounting@ajustharvest.org