



AVA CARE
OF HARRISONBURG
ADVOCATE. VALIDATE. ANSWERS.

Job Title: Bookkeeper/Office Coordinator

Status: Part-time, 20 hours

Reports to: Executive Director

Objective of Position:

The Finance and Operations Coordinator advances the mission, vision, and values of AVA Care of Harrisonburg primarily by overseeing day to day financial responsibilities, implementation of effective, efficient daily operations (includes facility, IT, equipment, supplies, systems and processes), and providing administrative support to Executive Director. Additionally, this position is responsible for providing data entry support related to all fundraising events.

Below are the essential duties and responsibilities, other duties may be assigned.

Position Responsibilities

- Oversee all data entry for financial and in-kind donations and proper receipting. Prepare deposits.
- Process monthly ACH and credit card donations.
- Maintain all records related to both accounts receivable and accounts payable, including payroll.
- Ensure adherence to legal regulations and complete required government and IRS reporting.
- Ensure adequate insurance coverage is obtained and maintained at all times.
- Oversee facility maintenance. Obtain and maintain office equipment. Order supplies.
- Act as initial point person for IT/phone/office issues and coordinate with appropriate vendors.

Qualifications:

- Bachelor's degree preferred or equivalent combination of education, experience, or training in finance or accounting related field. Proficiency in Quickbooks a plus.
- Must have strong Christian faith and be in agreement with AVA Care's Core Values and Statement of Faith & Principles.