Job Description
Title: Bookkeeper & Office Associate
Status: Part-Time, Hourly
Reports To: Operations & Development Director

ABOUT THE ORGANIZATION

Connecticut Voices for Children (CT Voices) is a research-based advocacy organization (aka a "think and do" tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. We provide trusted, quality research, recommendations, and advocacy that advance public policy and investments to improve the well-being of Connecticut's children and families, specifically those that have been historically disadvantaged. Our values are equity, integrity, impact, community-centered, and learning mindset. For more about our values, work, and staff, please visit www.ctvoices.org.

PURPOSE OF THE POSITION

Connecticut Voices for Children (CT Voices) is seeking a skilled and detail-oriented part-time Bookkeeper & Office Associate with QuickBooks Online experience to manage the organization's day-to-day financial operations and assist with essential administrative, operational, and programmatic support.

This position is part of the Operations & Development team, which is responsible for the smooth running of the organization through administrative and organizational support, finance and development support, as well as events and communications support in service of our vision and mission. As such, CT Voices seeks a part-time Bookkeeper & Office Associate to play a key role in maintaining financial accuracy, supporting payroll and benefits, assisting with budgeting, and ensuring compliance with all fiscal policies. This position also ensures efficient day-to-day operations for the office.

This position is ideal for someone who thrives in a collaborative, mission-driven environment and takes pride in playing a supportive role for a high-functioning team working to improve the lives of Connecticut's children and families.

MAJOR RESPONSBILITIES

Bookkeeping

- Manage day-to-day bookkeeping through QuickBooks Online: Record and reconcile transactions; track accounts payable and receivable; coordinate payments, deposits, and invoicing; cut checks; reconcile monthly bank account and credit card statements and other activities required to maintain a clean financial record and an organized audit trail, linking each transaction to supporting documentation.
- Support the annual budgeting process and track the current year budget by running monthly, quarterly, and annual financial reports and discussing them with the Executive Director and Chief of Operations & Development.

- Produce finance-related materials as requested and needed by the Executive Director and Chief of Operations & Development.
- Liaise with an external accountant to collaboratively resolve discrepancies.
- Support the annual audit through document requests and logistics coordination with external auditors and accountants.
- Process and record biweekly payroll and benefits system and support the annual benefits renewal process.
- Maintain organized documentation and processes, support internal systems and workflows as well as elevate challenges and solutions when appropriate.
- Additional bookkeeping duties as the need arises.

Office Administration

- Record all incoming grants and donations in the Customer Relationship Management software; draft thank you letters for grants and donations received; update donor records as needed; make note of new donors for personal thank you notes; and other related activities as needed.
- Support mid-year and year-end giving program by generating mailing lists, assist with envelope stuffing and tracking results through donor reports
- General administrative tasks, such as maintaining and ordering office supplies as well as collaborate with vendors and facilitate communication between staff and vendors, when/as needed
- Handle day-to-day facilities operations, such as distributing and tracking building access keys and parking permits.
- Provide administrative and operational support for special projects and events.
- Additional administrative/operational duties as the need arises.

Qualifications

- At least 3 years of bookkeeping experience and familiarity with nonprofit bookkeeping
- The ideal candidate will also have experience in an administrative/operations support role
- Knowledge of and proficiency in MS Office (including mail merge), Google Docs and Quickbooks Online
- The ideal candidate will also have proficiency in customer relationship management software (preferably Salsa)
- Excellent written, oral communication and people skills
- Ideal candidate will have written and oral bilingual Spanish fluency
- Strong decision-making and problem-solving skills
- Must be able to hold confidential information in professional manner
- A commitment to work with anyone to do good and advanced shared interests

- A drive to deepen your own knowledge and a focus on life-long learning
- A willingness to transform yourself and our organization to be more impactful in our efforts
- Ability to work in a fast-paced, deadline-driven environment, juggle multiple projects at once, and deliver excellence independently and collaboratively
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, humility, and a sense of humor
- Demonstrated commitment to the vision, mission, and aim of Connecticut Voices for Children

Work arrangement:

- Part-time, 20-25 hours/week – actual days and time to be determined based on the candidate and organization's mutual agreement.
- In-person position (downtown New Haven).
- $30-$35/ hour commensurate with experience.

Application
To apply, please send the materials listed below to: hr@ctvoices.org.

The subject line of the email should state "Bookkeeper & Office Associate: Last Name_First Name" and the attachments should be labeled as follows:

- Last Name-Resume;
- Last Name-Cover Letter;

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law. We strongly encourage people of color, people with disabilities, women, LGBTQ+ candidates to apply.