

CONCERNED WOMEN *for* AMERICA

Finance Assistant/Office Manager

POSITION DESCRIPTION

CONCEPT

The purpose of the Finance Assistant / Office Manager position is to provide daily administrative support to the Chief Financial Officer. The Finance Assistant / Office Manager also helps ensure that the various systems at Concerned Women for America's office are maintained and functioning properly.

The Finance Assistant / Office Manager reports to the Chief Financial Officer and supervises the Office Assistant.

This is a full-time, in-office position at the Alexandria, Virginia, office. Remote work will eventually be allowed most Fridays after the initial training period.

POSITION GUIDELINES:

The following are the primary Finance Assistant responsibilities:

1. Receiving and sorting all incoming mail for the Finance Department
2. Entering invoices into accounting software on a weekly basis
3. Matching payments with invoices and processing vendor payments
4. Preparing weekly bank deposits
5. Answering phones and communicating with donors when there is an issue with a donation (i.e., declined credit card, receipt issue; etc.)
6. Communicating with the Donor Relations team regarding major gift donations received
7. Preparing monthly state financial summaries for the Field Department
8. Posting daily deposits from processing company into accounting software

9. Obtaining credit card receipts from staff and coding monthly credit card statements.
10. Preparing year-end statements and other donation receipts
11. Assisting with gathering information for the annual audit after CWA's June 30 fiscal year-end
12. Dispensing petty cash and managing petty cash receipts
13. Filing paid invoices and other documents and setting up new files for each new fiscal year
14. Creating payroll and benefit packets for new employees
15. Assisting with other tasks and projects as needed

The following are the primary Office Manager responsibilities:

1. Communicating and coordinating with the IT company regarding computer updates; setting up equipment for new employees; board and training room equipment; internet issues; etc.
2. Communicating and coordinating with the building management company regarding building maintenance issues.
3. Communicating with the building security company regarding alarm system issues
4. Setting new employees up with building access including alarm codes; key fobs; garage tags, and removing building access for departing employees
5. Assisting with onboarding new employees by reviewing building access and security procedures; printers; alarm system; phone system; kitchen procedures; etc.
6. Placing office supply orders as needed and researching prices to ensure the best pricing
7. Collecting staff attendance forms on a bi-weekly basis and preparing payroll attendance sheets
8. Greeting guests upon arrival to the CWA office and demonstrating hospitality
9. Ordering food for periodic office gatherings and board meetings, including set-up and clean-up

10. Coordinating monthly office refrigerator clean-out with Office Assistant
11. Managing office supply room, kitchen, and coffee bar inventory and replenishing supplies as needed
12. Managing office guest room schedule
13. Maintaining staff text group
14. Tracking employees' birthdays and passing around cards for staff signatures
15. Assisting with other tasks and projects as needed

**THE SKILLS AND KNOWLEDGE THAT ARE ASSETS TO THE WORK
REQUIRED IN THIS POSITION:**

1. Proficiency in Microsoft Office software including Word, Excel and Outlook
2. Strong English grammar and writing skills
3. Bachelor's degree – preferably in Accounting, Finance, Business, or a related field, or 1-2 years of accounting, bookkeeping, office manager, or financial experience.

**THE ATTITUDES AND PERSONAL CHARACTERISTICS NEEDED FOR THIS
POSITION ARE:**

1. Very detail-oriented and organized
2. Professionalism
3. Honesty and integrity
4. Strong interpersonal skills to work with all levels of staff, donors, etc.
5. Ability to communicate effectively through both the verbal and the written word
6. Ability to screen callers and visitors professionally and efficiently
7. Confidentiality and discretion
8. Strong sense of initiative and work ethic
9. Self-motivated and a self-starter

10. Quick learner
11. Ability to multi-task
12. Reliability and trustworthiness
13. Friendly demeanor

APPLICATION PROCESS

Email a copy of your **cover letter and resume/CV** with any questions you may have to Chief Financial Officer, Denise Cappuccio, at dcappuccio@cwfa.org.

ABOUT CONCERNED WOMEN FOR AMERICA

Concerned Women for America (CWA) is the nation's largest public policy women's organization, leading a movement dedicated to impacting the culture for Christ through education and public policy. We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We work tirelessly to promote seven core issues: the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel.

We believe the women of America have great influence in this world, having a uniquely powerful voice in the affairs of this nation and the world. We love being the voice of conservative women in Washington and beyond. We believe powerful change can start with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

We provide our employees with meaningful opportunities to learn and grow. We encourage persons of diverse backgrounds to apply.

A MESSAGE FROM OUR CEO AND PRESIDENT PENNY NANCE

Thank you for your interest in joining CWA on our journey to impact our culture for Christ through public policy as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is held sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. This leadership position is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional, and motivated team.