



New Job Opportunity at Vetri Community Partnership

2/21/201/8

Position Title: Finance & Administrative Assistant
Primary Location: VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107
Reports To: Business Manager
Supervises: n/a
Department: Operations
Status: Full-time, non exempt, eligible for benefits

Position Summary:

Vetri Community Partnership (VCP) is a 501(c)3 organization whose mission is to break the cycle of poor eating habits in low-income communities through fresh food, hands-on experiences and education. The organization currently facilitates culinary-education and nutrition-education programs in approximately 60 schools in Philadelphia and Camden, N.J.

VCP seeks a full-time Finance and Administrative Assistant at its Center City Philadelphia office. This individual must thrive in a modern, fast-paced office environment supporting several culinary programs. Ability to manage special projects along with day-to-day tasks is fundamental to this position. Specific Responsibilities will include:

Major responsibilities include, but are not limited to:

- Bookkeeping and Financial assistance:
 - Help with financial data entry and general bookkeeping
 - Manage data, records, and reports by checking for errors and verifying accuracy of information
 - Prepare receipts, vouchers, invoices, etc. for entry into data sheets
 - Assist in preparation of financial statements and reports
 - Assist in creating and settling budgets
 - Update and maintain financial records
 - Prepare spreadsheets for data entry, including budgets, accounting information, etc.
 - Take direction from and report to business manager
 - Independently prioritize daily tasks and responsibilities
 - Provide stellar customer service to our clients and be informed on all company policy and practices (including data privacy)

- Attend and take notes at all financial department meetings
 - Assist with audits as necessary
 - Adhere to current accounting/finance laws and regulations
 - Work to company standards
 - Maintain an accurate Quickbooks file
 - Act as primary point of contact for outside controller
 - Manage accounts payable and accounts receivable
 - Coordinate monthly and quarterly financial report generation
- Office management
 - Maintaining accurate and thorough physical files to ensure audit compliance.
 - Office organization and supplies management
 - Reception
 - Liaising with external IT support company
- Program support
 - Administering monthly credit card charge reporting and managing monthly statement payment
 - Assisting program teams and managers as needed
- Supporting executive staff
 - Assisting CEO, COO, and business manager with report preparation, meeting preparation, and scheduling
 - Working with the business manager to complete onboarding and off-boarding paperwork
 - Assisting as needed in maintaining HR files
- Performing other Duties as Assigned.

Work Experience & Skills Requirements:

- Must have bookkeeping experience in a professional setting.
- Computer knowledge and experience using Microsoft Office, especially Excel, Quickbooks Desktop version, Office 365 and Sharepoint.
- Experience with Adobe and VoIP systems preferred.
- Mathematical and accounting acuity
- Professional demeanor and excellent customer service skills
- Knowledgeable in basic accounting/bookkeeping practices and processes



- Excellent communicator, both spoken and written
- Strong organizational and time-management skills
- Thrives working both independently (a self-starter) and collaboratively
- Dependable, respectful and consistently works to uphold company ethics and standards
- 1-3 years office experience required.

Education Requirements

- Associate's or bachelor's degree in accounting, finance or related field preferred

Vetri Community Partnership offers:

- Salary of \$35-42K depending on experience
- Health Care
- Dental Plan
- 401 (k)
- Commuter Benefit
- Sick Days/Vacation

Application Process: Please submit cover letter & resume as attachments to an email to hr@vetricommunity.org. All e-mails must utilize the subject line "LastName, First Name – Finance Assistant" to be considered.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.