



JUNIOR LEAGUE OF FORT WORTH

Mission Statement: The Junior League of Fort Worth, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Junior League of Fort Worth Finance Administrator Position Description

Title:	Finance Administrator
Status:	Salaried
Reports To:	Director of Operations
Supports:	Finance Vice President and Finance Council

The Role: The Finance Administrator is responsible for daily execution of the finances for the Junior League of Fort Worth (JLFW). Responsibilities include cash management, accounting, and bookkeeping duties, and performing other business and administrative operations. This person will also assist with the annual financial statement audit, tax reporting, and payroll processing.

Requirements: Five or more years of accounting and finance or bookkeeping experience, with a bachelor's degree preferred.

Skills: Must be proficient in Microsoft Office Software and QuickBooks Online. Database and Bill.com experience preferred. Must be able to handle multiple tasks simultaneously, be very detail oriented and have good interpersonal skills. Organization and communication skills are also required. Knowledge of non-profit financial management is beneficial.

Primary Responsibilities:

- Assist in JLFW budgeting process
- Assist with month end close and monthly reporting
- Record journal entries on a monthly basis
- Reconcile cash accounts and verify that transactions are properly recorded
- Oversee cash management and record all receivables and payables on a daily basis
- Correspond with members to ensure timely processing of all bills
- Record pledges, grants, and donations in close coordination with Fund Development Administrator
- Assist Finance Council and Fund Development Administrator to determine tax deductible information as needed
- Oversee payroll processing and assist in filing all necessary Federal and State tax forms
- Track and reporting all sales tax
- Work with Finance Vice President, Membership Vice President, and Membership Administrator to process dues payments
- Maintain finance policy and procedure documents

- Assist Finance Vice President and Assistant Finance Vice President in managing the financial operations of the JLFW
- Assist with general office and administrative tasks

Special Requirements:

- Ability to work after hours and weekends when necessary
- Transportation to attend meetings, events, and various functions as required
- Ability to work remotely and virtually
- Perform other duties as necessary and assigned by Board of Directors
- Ability to lift and move items of over 25 pounds