



JOB OPPORTUNITY: Office Coordinator and Bookkeeper

Pay: Salary

Hours: M-F, 9am-4pm

Texas Reach Out is a faith-based non-profit organization that provides aftercare services and housing for men and women released from prison or the criminal justice system. It is our mission to provide a structured, Christ-centered, drug and alcohol-free living environment that promotes spiritual growth and discipleship for former inmates. We believe that there is a need to better serve those released from the criminal justice system and that Jesus is calling us to love and care for these men and women. It is our vision that through our work we may see Jesus move to change the community of Travis County as we aim to better the lives of those reentering society. We are looking for someone to join us in this mission and take on responsibilities in the office.

Our ideal candidate is positive, vigilantly attentive to details, and efficient. They have at least 2-5 years of previous experience working with a non-profit organization (not required, but preferred) and must possess accounts payable/receivables knowledge. Our ideal candidate is also dependable and punctual, as this is an extremely important position for our ministry!

Responsibilities:

- Provide administrative support
 - Answering and making phone calls, communicating with vendors, participants, volunteers, donors, and Board of Directors, as well as staff
 - Maintain/update website, print material, and newsletter
 - Website – Square Space
 - Brochures – Adobe InDesign
 - Newsletter – Chimp Mail (through Square Space)
 - Schedule and confirm travel arrangements
 - Organize meetings for staff and volunteers
 - Process all incoming mail and distribute to appropriate staff
 - Prepare and distribute correspondence, reports, minutes, memos, etc.
 - Compiles data into Excel spreadsheets and Microsoft Access database
- Bookkeeping
 - Record and document all payments from participants and donations from donors
 - Maintain accounts payable and accounts receivable
 - Balance accounts and record deposits in QuickBooks 2015 (Non-Profit Edition)
 - Prepare monthly financial statements for the Board of Directors via QuickBooks

Qualifications/Experience:

Education (1 combination of the following)

1. Associates degree or higher with at least 2 years' experience with QuickBooks and/or basic accounting/bookkeeping of AP/AR.
2. High school diploma *and* at least 3 years in continuing education *or* at least 4 years' experience with QuickBooks and/or basic accounting/bookkeeping of AP/AR.
3. GED with at least 5 years' experience with QuickBooks and/or basic accounting/bookkeeping of AP/AR.
 - Proficiency with Microsoft Office and QuickBooks required
 - Comfortability with Square Space and Adobe or willingness to and ability to learn these Programs quickly
 - Experience with a non-profit organization preferred
 - Familiarity with the criminal justice system is also preferred, but not a requirement.

*Must be able to occasionally lift 25 lbs. and be able to sit for extended periods of time

*A drug-screen is part of the hiring process

Please submit resume via email to:

Texas Reach Out, Inc.

margietxrom@yahoo.com

Or fax to: 512-291-4976

Attention: Margarita Pena

No Calls Please