



Office Administrator Position Description

Flourish, Kansas City's only furniture bank, is an equal opportunity employer and all candidates will be considered regardless of race, disability, sexual orientation, age, national origin, religion or gender.

Flourish is seeking a qualified individual to fill our Office Administrator role. This is a part-time position with the opportunity for future growth within our rapidly growing organization. The ideal individual for this role will have the skills for this position and a desire to serve the community in an environment that respects the dignity of all individuals.

| Hours | Salary |
|-------------|-------------------|
| 24 per week | \$17.78 - \$20.21 |

Objectives of this role:

To support the financial and administrative functions of Flourish.
To provide streamlined service to Flourish's partner agencies.

Responsibilities:

- Manage QuickBooks Online account including reconciling accounts payable and accounts receivable, managing billing for services, balance QuickBooks Online with bank statements and donor management software.
- Reconcile credit card statements, expense approvals and receipts monthly.
- Manage outstanding accounts and follow up with agencies in arrears.
- Manage partner agency documentation including annual renewals, monthly billing, and credentialing case managers.
- Respond to requests from partner agencies by phone and email.
- Maintain Guest Scheduling module in FurnitureBank software, updating documents as necessary.
- Check agency mail.
- Prepare bank deposits.
- Create agendas and materials for meetings, as directed by the Executive Director.
- Manage guest paperwork and support the volunteer role of Floor Captain.
- Run monthly reports for data preparation.
- Respond to general inquiries by phone and email.
- Order supplies, as directed by the Executive Director.
- Support the development and execution of financial policies and processes.

Qualifications:

- Quickbooks Online experience. (Required. 2 years preferred.)
- Administrative experience in a small office environment is preferred.
- Microsoft Office experience. (Required)

- Strong communication and interpersonal skills.
- Strong attention to detail and time management skills.
- Commitment to a culture that values the dignity of all individuals.
- Experience in a non-profit environment working with volunteers preferred.
- Ability to pass federal E-verify requirements.

***To apply, send a cover letter and resume to
info@flourishfurniturebank.org.***