



<b>Position:</b> Bookkeeper and Database Manager	
<b>Reports to:</b> President/CEO	<b>Direct Reports:</b> 0
<b>Employment Status:</b> Full-Time	<b>FLSA Status:</b> Exempt

The mission of the Refill Jackson Initiative (RJI) is to empower young adults, ages 18 to 24, so that they are more confident, better equipped, and motivated to enter into, navigate, and stay in the workforce. In pursuit of this mission, RJI teaches our young adults soft and technical skills in a traditional classroom setting and fully operational cafe open to the general public for weekday lunch.

More specifically, young adults enter the program in groups, or cohorts, of 12 members each, initially attending five weeks of classes on topics ranging from anger management and resume-building to financial literacy and professional dress. The cohort then moves to the cafe for hands-on training in front-of-house (e.g., professional greeting, ensuring customer satisfaction) and back-of-house skills (e.g., sanitation, properly cleaning and using equipment). Members earn a stipend each week, with other financial incentives in place to encourage saving and maintaining employment after graduating from the 10-week program. Upon successful completion of the program, graduates are offered four options for continued engagement with RJI for 10 additional months: 1) a paid four-month internship at a local business, 2) introductions to employers for interviews leading to employment, 3) further education, and/or 4) continued access to staff for support and social services as needed.

### **POSITION SUMMARY**

The Database Manager and Bookkeeper is responsible for all tracking and financial systems and processes so as to ensure predictable business operations.

### **PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

- **Bookkeeping.** Process transactional paperwork for RJI in conformity with generally accepted accounting principles. Maintain a current record of receivables and follow up as necessary. Process accounts payable and designation payouts. Assist with payroll activities. Prepare and make deposits. Maintain accurate files (finance, personnel (including time records and accrued wages), and accounts payable). Reconcile fundraising receipts as recorded to the general ledger to fundraising receipts recorded to the fundraising software system. Process, maintain, and update purchase order forms and other employee reimbursement forms. Assist with vendor correspondence and inquiries. Assist with timely responses to staff regarding accounts payable forms, reimbursements, accounts payable inquiries, deposit inquiries, etc. Assist with other general administrative duties for finance department as required by President/CEO and Controller.

- Process and database management. Develop and manage system and schedule for participant intake, interview, selection, tracking, and closeout. Develop the architecture necessary for tracking (1) donors and potential donors; (2) participants' progress through the program; and (3) data required for reimbursement from government agencies. Set and enforce database standards and controls. Ensure data integrity.
- Donor management. Enter gifts into database with appropriate coding and packaging. Produce acknowledgement letters/tax receipts. Generate pledge reminders and invoices.
- Monitoring, evaluation, and learning. Produce data and graphics as required for evaluation purposes and donors, potential donors, reports, etc. Participate in any external evaluations.
- Collaboration. Actively collaborate and maintain effective working relationships with all RJI staff. Participate in organizational activities geared toward RJI's success and strengths.

## **JOB QUALIFICATIONS**

### Education:

- Associate's degree in accounting, business administration or related field.
- Bachelor's degree in accounting, business administration, or related field *preferred*.

### Experience and Training:

- Four years of experience with an Associate's degree or two years of experience with a Bachelor's degree in bookkeeping, accounting, or related field (such as marketing or sales).
- Microsoft Office.
- Accounting software.
- Donor software.
- Data import/export, queries, and designing and generating reports from relational database.
- Management of database and web-based systems.

### Soft Skills and Competencies:

- Effective oral and written communication skills.
- Strong ability to manage own time, multi-task, and meet tight deadlines.
- Strong analytical and organizational skills and attention to detail.
- Strong commitment to working with integrity and purpose and to attaining an organization's goals.
- Ability to collaborate with others and work as an effective team member.
- Excellent interpersonal and conflict mediation skills. Awareness of own strengths and weaknesses. Ability to learn from experience and through training and development opportunities.
- Commitment to working transparently and respectfully with supervisor(s).

## **HOW TO APPLY**

Submit a cover letter and your resume via email with the subject line "Bookkeeper/Database Manager" to Emily Stanfield (emily@refillcafejackson.com) by Sunday, April 7, 2019. Qualifying candidates will be contacted the week of April 8. RJI anticipates that the start date for this position will be June 17.