



## **JOB POSTING: ACCOUNTING ASSOCIATE (Part-time position)**

**Organizational Summary:** Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

**Job Goal:** The Center seeks to hire an enthusiastic and detail-oriented part-time Accounting Associate. Reporting to the Chief Operating Officer, the Accounting Associate will hold primary responsibility for all bookkeeping associated with gifts, income, and expenses for the Center's \$3.5M annual budget, as well as providing general support for the Center's accounting and finance activities.

### **Experience, Training, and Qualifications**

**Required:** Bachelor's degree. Two or more years of professional experience. Three or more years of experience with Excel. Detail-oriented, attentive, and organized with a willingness to pitch in on any project. Strong computer skills and confidence in learning new computer and web-based systems. Ability to juggle simultaneous projects both collaboratively and independently while maintaining records securely and confidentially. Excellent oral, written, and interpersonal communications and customer service skills. Interest in working for an organization serving students and families who face systemic barriers to educational and economic success.

**Helpful or preferred:** Candidates with two or more years of QuickBooks experience strongly preferred. Experience using other accounting software and previous nonprofit experience is helpful.

### **Primary Responsibilities**

**Bookkeeping and Reporting:** Coordinate with the COO and the development team to ensure timely and accurate entry of all gifts, income, bills, credit card purchases, and other financial data into QuickBooks. Produce reports and analyze data for monthly, quarterly, and annual reporting.

**Invoice and Bill Processing:** Generate all checks and invoices. Maintain strict quality control guidelines to ensure the accuracy and timeliness of all payments and invoices.

**Budget and Audit Support:** Assist the Chief Operating Officer with documentation, reports, and data entry associated with the Center's annual budget, external audit, and preparation of tax forms. Projects may include generating documents and reports, assisting with committee meetings, coordination with external accountants, and more.

**Terms of Employment:** This is a part-time, 20 hours per week position. Schedule is flexible and to be set with the employee. Hours primarily fall between 8:00 a.m. and 6:00 p.m. Monday-Friday, with occasional night or weekend hours. This is an in-person position with the possibility of occasional remote work once the employee is established in the role. Pay is commensurate with experience, and the salary range for this

position is in the low-to-mid \$20,000 range. Performance of the job is evaluated annually. Background clearance and reference checks required.

**To Apply:** Submit one document that includes your resume and cover letter to Lauren Gardner at [jobs@emilyk.org](mailto:jobs@emilyk.org). Applications will be reviewed on a rolling basis with preference given to applications received by August 12, 2022. Applications will continue to be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted. For more information about the Center, please visit [emilyk.org](http://emilyk.org).