



Operations Associate (OA), Full-Time

CoachArt's Operations Associate Position will offer the opportunity to work directly with a highly motivated and ambitious staff and to be exposed to the inner-workings of a non-profit organization. This position is ideal for someone with an interest in accounting and/or fundraising at a nonprofit, and will report to the Operations Manager.

CORE RESPONSIBILITIES:

Accounts Receivable (Development Admin) 40%

- Process gifts (checks, credit card donations, ACH/wires, stock transfers)
 - Deposit checks and regularly check all third party accounts for donations
 - Keep backup files of all donations
 - Enter revenue in Salesforce
 - Draft acknowledgement letters
 - Record and code donations in the Revenue Log weekly
- Prepare invoices and collection emails for those who have "pledged"
- Assist with the collection of night-of donations during our two annual galas
- Update and maintain database records in Salesforce
- Create and manage campaigns and donor reports in Salesforce 1 hr/wk

Accounts Payable 35%

- Create bills from invoices in Bill.com daily
- Process reimbursements for CoachArt staff, volunteers, and families
- Manage the credit card reconciliation process at the beginning of each month.

Office and Personnel 25%

- Receive and direct incoming calls
- Manage office space and online filing systems
- Check mail regularly (pay bills promptly, lock up or deposit checks immediately)
- Manage mailing systems including USPS Click-n-Ship, FedEx & UPS
- Maintain supply inventory, handle ordering of new supplies for all offices
- Help set up for team meetings
- Assist Programs Team by:
 - Inputting student applications in Salesforce and reviewing volunteer background checks
 - Shipping brochures when requested by a healthcare partner
 - Shipping in-home lesson materials to families/volunteers from amazon

Additionally, the OA will assist with other Operations projects as needed, including but not limited to: audit related tasks, onboarding and offboarding employees.

Benefits:

Medical, Vision, Dental after 30 days
401(k) with 4% matching after 90 days
Vacation & holiday time
Staff perks