

# Job Description: Bookkeeping and Records Management Coordinator

**Organization:** Adopt A Class Foundation

**Position Type:** Part-Time (20 hours/week)

**Location:** Cincinnati, OH

**Reports to:** Director of Operations

## Job Summary:

The Bookkeeping and Records Management Coordinator will play a crucial role in supporting the operational efficiency of the Adopt A Class Foundation. This position will be responsible for handling daily bookkeeping tasks, maintaining accurate records, managing all field trip transportation needs and administrative support.

## Key Responsibilities:

- **Bookkeeping:**
  - Process and record all financial transactions, including invoices, payments, and receipts.
  - Prepare and maintain accurate financial records, including general ledger, accounts payable, and accounts receivable.
  - Assist with the preparation of financial reports and statements.
  - Reconcile bank accounts and credit card statements.
- **Records Management:**
  - Organize and maintain a comprehensive system for storing and retrieving documents, including contracts, invoices, and correspondence.
  - Ensure compliance with all record-keeping regulations.
  - Assist with data entry and management.
- **Field Trip Transportation:**
  - Organize, book, and track all field trip transportation needs.
  - Coordinate with transportation providers to ensure timely and efficient transportation arrangements.
  - Maintain accurate records of all transportation costs and expenses.
- **Administrative Support:**
  - Provide general administrative support to the team, including scheduling meetings and managing general email.
  - Assist with the preparation of presentations and reports.
  - Assist with project coordination and event planning.

**Qualifications:**

- Strong proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Experience with QuickBooks or other accounting software.
- Excellent organizational and time management skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Experience with Salesforce is preferred but not required.

**Preferred Skills:**

- Experience in non-profit accounting or administration.
- Knowledge of transportation industry regulations.

If you are a highly organized and detail-oriented individual with a passion for supporting education and community development, we encourage you to apply for this exciting opportunity.