



Administrative Coordinator and Accounting Assistant

Deadline to Apply: December 15, 2018

Location: Milwaukee, WI

Position Type: Full-time

Benefits: paid vacation, health insurance, IRA, downtown parking

Report to: President and CEO

Salary: \$15/hour

Founded in 2006 as Make A Difference – Wisconsin, SecureFutures rebranded in 2017, and is a dynamic and growing organization focused on teen financial capability. SecureFutures recruits, trains, and matches volunteers from the business community to deliver financial education and coaching programs in high school classrooms and community-based organizations. We are outcome-focused and committed to continuous quality improvement.

The Administrative Coordinator / Accounting Assistant will provide program and administrative support to the executive and program leadership team. Also performs various clerical and accounting functions including lead role in accounts payable.

Responsibilities:

- Serve as the initial contact to all guests (in office or via telephone)
- Day-to-day front office oversight, including processing mail, deliveries and ordering office supplies
- Operate and maintain office equipment
- Maintain appropriate electronic and paper files
- Provide administrative assistance to the executive team
- Compose and process office correspondence, including letters and reports
- Perform basic bookkeeping, including accounts payable, receivable and banking
- Assist with coordination and execution of events
- Assist with preparation for annual financial review
- Assist with preparation of volunteer and student materials
- Assist with data entry of student pre and post-testing, and database reporting and maintenance

Required Skills and Qualifications:

- Related office experience
- Manage multiple tasks with attention to detail
- Excellent communication skills, verbal and written
- Ability to interact and communicate with a diverse group of people
- Strong customer service skills
- Knowledge of Microsoft Office programs and Google
- Collaborative, and works well on a team
- Knowledge of accounting software or experience with Quickbooks a plus

Other information:

For more information regarding SecureFutures, please visit our website at securefutures.org.

To apply: Email cover letter and resume to Vicki@securefutures.org

SecureFutures maintains a spirit and practice of inclusiveness, and seeks volunteers, staff, and board members who enrich our programmatic effectiveness through a diversity of experience, skills, cultures, and backgrounds. Our organization has a policy of equal opportunity for our volunteers, staff, and board, and does not discriminate in hiring, retention, promotion, volunteer recruitment, board recruitment, partnerships, and communities served on the basis of race, color, sex, sexual orientation, gender identity, religion, age, ancestry, national or ethnic origin, marital status, disability, veteran or draft status.