POSITION DESCRIPTION: OFFICE ASSISTANT

Position Type: Part-Time, Non-Exempt

Reports To: Operations Executive

Location: Kansas City, Mo.

The Nonprofit Leadership Alliance is a diverse team of passionate and talented individuals committed to making a difference by leading the charge in creating a pipeline of talent for the nonprofit sector. We are a high-growth, results-oriented organization that operates in an entrepreneurial environment deeply invested in continuous improvement.

The Alliance is a national network of 37 colleges and universities and 2,000 national and local nonprofit organizations dedicated to strengthening the social sector with a talented and prepared workforce. We strive to leverage new technologies and programs to serve our partners, students and Certified Nonprofit Professionals (CNPs). Our organization is a 501(c)(3) nonprofit entity governed by a volunteer board of directors.

DUTIES AND RESPONSIBILITIES:
The Office Assistant position will play a vital role in the area of office operations including assisting the Operations Executive with the following duties:

- Maintaining accurate files on all donors and donor prospects through the donor database (NEON)
- Processing donations and preparing timely acknowledgement letters and other correspondence.
- Assembling donor kits for events and meetings.
- Preparing and submitting monthly credit card reconciliation reports (Concur).
- Preparing and submitting bi-weekly payroll reports (Insperity).
- Preparing and submitting payables and receivables (Bill.com and QuickBooks Online)

KNOWLEDGE, SKILLS, ABILITIES, & QUALIFICATIONS:

Required

- Ability to manage multiple priorities, each with differing timelines.
- Works well independently as well as with a team.
- Highly organized with an acute attention to detail.
- Strong work ethic, good interpersonal skills and ability to quickly problem-solve.
- Customer service orientation.
- Critical thinker with strong analytical skills.
- Tech proficient in Standard Office and Google suite products.
Well-developed oral, written and interpersonal communication skills.
Ability to work in fast-paced, team-focused environment.
One-year professional experience (extensive internship experience would be considered).

Preferred
- Familiarity of nonprofit sector, particularly national nonprofit organization networks or membership organizations.
- Experience with NEON, QuickBooks Online, Concur and Bill.com preferred but not required.
- Associates degree in bookkeeping, data management or related field.

COMPENSATION:
- Salary based on experience

APPLICATION:
- Send a cover letter and resume to: joanie@nla1.org. No phone calls please.