**JOB DESCRIPTION  
ADMINISTRATIVE AND FINANCIAL ASSISTANT**

The Ignatian Spirituality Center, a 501c3 non-profit whose mission is “to assist persons of all faiths to serve Christ’s mission of compassion, healing, and justice,” is seeking a committed and collaborative person to join its team as a part-time Administrative & Financial Assistant. This role would report directly to the Executive Director and would collaborate with the Program Coordinator, Ignite Program Coordinator, Spiritual Direction Coordinator, and Marketing Coordinator in order to ensure the smooth running of the ISC office and programs. The Administrative & Financial Assistant would work on average 8-12 hours per week for 44 weeks/year.

**Job Title: Administrative & Financial Assistant**

**[8-12 hours/week, September through June]**

**Key Responsibilities:**

1. **Office Administration:**
   1. Coordinates bulk mailing, including annual fundraiser invitations, ISC Appeal letters, and ISC Fall and Winter Newsletters.
   2. Maintains the ISC mailing list.
   3. Maintains supplies.
   4. Answers inquiries about the Center, its programs, and requests for registration for specific programs.
   5. Set up and maintain ISC database system – Little Green Light.
   6. Enter and update financial and program participation data in Little Green Light; program and contact information in Constant Contact.
   7. Assist staff as needed on various events and programs: including, but not limited to, data recording, mailings, occasional set-up and take down, and program support as needed.
   8. Attend Staff meetings.
2. **Financial Administration/Bookkeeping:**
   1. Manages bank transactions and deposits, computer and hand accounts/records, bill payments, monthly bank reconciliation.
   2. Makes financial reports to Director quarterly or as requested.
   3. Assists Director as needed in program statistics, program costs/fees comparisons, and budget updates.
   4. Handles registrations, payment records, and past due notices for all program offerings.
   5. Assists Director in sending thank you letters to donors.
   6. Prepare and distribute W-2 and 1099 forms in early January.
   7. File quarterly payroll tax form 941 and annual federal tax return and pay monthly payroll tax deposits
   8. File all State, County, and City reports and tax documents (various due dates)

Required Skills:

* Database Management (experience with Little Green Light or similar database preferred)
* Email Marketing Software (experience with Constant Contact or similar interface preferred)
* Bookkeeping (Quickbooks preferred)

Preferred Skills:

* Awareness and appreciation of Ignatian Spirituality, and Catholic/Ecumenical/Interfaith ministry

For inquiries about this position, please contact Matt Barmore, Executive Director of the ISC, at [matt@ignatiancenter.org](mailto:matt@ignatiancenter.org). We would like to fill this position as early as December 1, 2018.