



OFFICE ADMINISTRATOR (with financial and bookkeeping experience)
Richmond, Virginia (Hybrid)

VIRGINIA ENVIRONMENTAL ENDOWMENT is a leading environmental nonprofit grant-making foundation based in downtown Richmond, Virginia. The Endowment focuses on environmental stewardship with the mission to protect and improve the environment in Virginia. See our website www.vee.org for more info on VEE.

Role Description

The Office Administrator is a key member of the 3-person VEE staff, charged with providing bookkeeping, grant tracking, and office administration. Key responsibilities include bookkeeping, basic accounting, inventorying, cataloguing, processing, and tracking monthly income and expenses, grant awards and payments, salary and benefit payments, etc., as well as occasional administrative support to the Executive Director and Senior Program Officer. The position requires a high level of organizational skills and attention to detail with the ability to organize and maintain records, files, and databases while making recommendations for process and quality improvement.

The position is a hybrid position working mainly from home with occasional travel to the VEE office in Richmond (typically once or twice a month) with additional meetings via Zoom.

The person filling this role must be a self-starter, able to work independently with minimal direction, and committed to VEE's mission of working to improve Virginia's environment.

Qualifications

- Bachelor's degree or combination of education & experience sufficient to fulfill job requirements
- Strong organizational skills with a critical attention to detail
- Experience working in a professional office setting with high levels of responsibility for office and financial accounting and bookkeeping skills; prefer at least 5 years of prior experience
- Experience with basic book keeping and accounting necessary; grant making or grant management experience is a plus
- Desired personal traits include strong interpersonal skills, attention to detail, good sense of humor, results-oriented, persistent, hard-working, accountable, sound judgement, integrity, truthful, approachable, team-oriented, practical and creative
- Motivated worker in a non-stressful work atmosphere

Essential Duties

- Process grant applications, awards, and reports, including grant agreements, correspondence, report notification, check issuance, bill paying, etc.
- Issue and track payroll, medical and retirement savings benefits, etc.
- Maintain VEE administrative, grant, and financial files and records; Manage and maintain accurate financial records, prepare monthly account reconciliations, prepare financial asset statements
- Assist in preparation for annual audits/accounting reviews,
- Prepare budgets and financial statements for presentation to the Board of Directors
- Provide support for Board meetings
- Handle periodic updates of website content in collaboration with website contractor
- Manage electronic/email distributions
- Provide administrative support to Executive Director and Senior Program Officer
- Inventorying and ordering office supplies and program materials
- Maintain and update office procedures and manual
- Other duties as assigned

Compensation: Starting salary \$55,000 - \$60,000 with excellent retirement, health, and vacation benefits.

See full job announcement on [Indeed.com](https://www.indeed.com).

Can also send application/resume to recruit@vee.org