

## Finance & Admin Assistant (Part-time / Hybrid)

### Overview

We are seeking a part-time **Finance & Administration Assistant** (FAA) for the **Virginia League of Conservation Voters (VLCV)** starting immediately. The FAA reports and supports the Chief Financial Administrative Officer (CFAO) in driving the financial and administrative processes to conduct the office administration and to generate reliable, transparent, and timely financial and administrative information needed by VLCV to manage its entrusted resources and funds. The three primary administrative support areas are: finance, admin/HR, and reporting. Works mostly remote but needs to visit the office at least once per week and attend monthly in-person staff meetings.

Part of the community for over two decades, VLCV is a growing, non-profit 501(c)(4) organization that advocates for progressive environmental policies, educates, and endorses candidates for public office, and holds elected officials accountable on issues including our air, land, water, and public health. The VLCV family of organizations also includes the VLCV Education Fund, a 501(c)(3) organization, and VLCV PAC, our political arm that directly helps elect pro-conservation candidates.

Current organization budget is \$2.3M with about 13 employees located on West Franklin in Richmond, VA. Go to [www.valcv.org](http://www.valcv.org) to learn more!

### Key Qualifications, Skills, and Abilities

- Commitment to the vision and mission of VLCV.
- Any combination of education, training and experience that demonstrates the working knowledge and ability to perform the work.
- 2 years of experience in a financial administration or similar role required.
- 2 years of experience using QuickBooks required.
- Understanding of GAAP.
- Experience working with and managing grant funding a plus.
- Experience with Microsoft Office Suite, GSuite, Adobe, CRM (e.g., EveryAction) and Dropbox.
- Proven to be reliable, consistent, organized, and self-motivated.
- Excellent communication, interpersonal, and organizational skills.
- Meticulous attention to detail and performs tasks accurately and efficiently.
- Ability to work independently or as part of a team.
- Adept in managing one's own time, setting priorities, and shifting readily between various assignments.
- Discretion, tact, and high regard for confidentiality required.
- Core days and hours of work are Mon - Thurs. 11 AM – 3 PM with some flexibility; Up to 16 hours a week.
- Successfully complete pre-employment background screening.

**Competitive total compensation package:** Wages are \$21 per hour depending upon related credentials and work experience. Eligible for paid life ins. and AD&D coverage plus 13 paid holidays and the week off btn. Dec. 26 and Jan. 2.

**Apply** by sending your *resume and cover letter* to [HR@WarrenWhitney.com](mailto:HR@WarrenWhitney.com). This position will remain open until filled.

**EOE M/F/D/V** On behalf of its client, Warren Whitney reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.