



The Exodus Road®

Job Title:

Bookkeeper and Administrative

Serves in Department:

Business Administration / Operations

Job Location:

Colorado Springs, CO

Hybrid Working Environment (3 days in office, 2 days work from home)

Reports to:

Director of Business Administration

Hours:

Full-time, 40 hours weekly

Hire Date:

Immediate

Salary Range:

\$50,000- \$55,000

Plus Competitive Benefits, including flexible PTO

About The Exodus Road

The Exodus Road (TER) envisions a world where no human is bought, sold, or exploited. We disrupt the darkness of modern day slavery by making human trafficking crime more dangerous, equipping communities to protect the vulnerable through training and education, and walking with survivors as they walk into freedom. With a proven track record of impact and strong international teams and partners, TER is quickly becoming a leading anti-trafficking organization in the six countries where it operates.

About the Position

This position is a split position between two roles – Bookkeeper and Administrative Assistant. The primary role lies in bookkeeping and basic accounting for the organization's financial needs. It is likely that financial oversight and data entry will require about 60% of this position. The remaining time will be spent in providing administrative support to the leadership team, particularly the CEO, VP of International Programs, and the Director of Business Administration.

This position is located in Colorado Springs, CO, and remote work options will not be considered.

Bookkeeper

Summary: The Bookkeeper will serve in maintaining clean data, reconciling accounts, and implementing financial policies with the support of a contracted CFO and accounting firm, and under the leadership of the Business Administration Director.

Job Responsibilities:

- Maintains records of financial transactions by posting transactions, data entry
- Learn and implement financial tracking via the organization's established budget and chart of accounts
- Reconciling entries and ensuring accuracy of donor data
- Balances general ledger by preparing trial balance and reconciling entries
- Maintains history records by filing documents and organization of vendors, contracts, receipts, and administrative documents
- Complies with federal, state and local legal requirements for accounting best practices for audit compliance
- Gives oversight and implements consistent, clean data for the organization in financial spending and tracking, campaign management, and donor data
- Implement and comply with the organization's established financial policies
- Assist in management and oversight of CRM data, including providing basic reporting for leadership team

Administrative Assistant

Summary: In addition to bookkeeping, this position will serve as an Administrative Assistant for the organization. Serving to implement administrative duties for the key leadership to enable them to be more effective in their positions including basic office management.

Job Responsibilities:

- Serve in administrative tasks as assigned by the CEO, VP of International Programs, and Director of Business Administration
- Fulfills office management tasks, such as reordering of supplies and management of staff schedules
- Supports HR in compliance, research, or filing

Job Requirements

Ideally, applicant would meet the following requirements for consideration:

- Exemplifies the values of The Exodus Road of Mission, Grit, Excellence, Integrity, Innovation, Community, Empowerment, and Hope
- BA or BS Degree in a related field of Accounting, Finance, or Related Field
- 3+ years of bookkeeping/accounting experience. Nonprofit financial experience strongly preferred
- Knowledge and experience with Quickbooks
- Knowledge and experience in Salesforce as our CRM platform strongly preferred
- CPA preferred but not required
- Detail oriented and task-driven
- Strong technology skills with the ability to quickly learn systems and platforms
- Understands the flexibility and energy needed to work within a medium-sized nonprofit
- Ability to organize a lot of information electronically and collaboratively
- Willingness to learn and grow within a committed team environment
- Passion to fight human trafficking and work in the nonprofit sector

Interested applicants should send a resume and cover letter to **Careers @ TheExodusRoad.com** with the job title in the subject line.

The Exodus Road does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. TER is a nonsectarian nonprofit, and all salary rangers are determined by a third-party consultant and deemed as fair and competitive in the state of Colorado.