



The Exodus Road®

Job Title: Finance and Administrative Assistant

Serves in Departments:

Operations

Job Location:

Colorado Springs, CO

3 Days in the office

 Mondays 8:30 am – 4 pm

 Tuesdays 8:30 am – 4 pm

 Thursday 8:30 am – 4 pm

2 Days work from home part-time

 Wednesday 1 hour 15 minutes

 Friday 1 hour 15 minutes

Reports to:

Director of Operations

Hours:

Part-time, 25 hours per week

Hire Date:

February, 2024

Salary Range:

\$25,000 - \$30,000 annually

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 partnering with law enforcement to fight human trafficking crime, equipping communities to protect the vulnerable, and empowering survivors as

they walk into freedom. With a proven track record of impact, TER is a leading global anti-trafficking organization.

About the Position

We are seeking a highly organized and detail-oriented Part-Time Finance and Admin Assistant to join our dynamic team. The ideal candidate will play a crucial role in managing our financial transactions and records, ensuring accuracy, and supporting the organization's financial health. In addition, the candidate will assist the Director of Operations with various administrative duties as assigned. This position offers an excellent opportunity to contribute to the fight against human trafficking while utilizing your financial and administrative skills.

Job Responsibilities:

- **Financial Record Keeping**
 - Maintain accurate and up-to-date financial records using accounting and CRM software (QBO, Salesforce, Virtuoso).
 - Record all financial transactions, including donations, expenses, and other financial activities.
- **Accounts Payable and Receivable**
 - Process invoices, track payments, and manage accounts payable.
 - Monitor and process incoming donations and prepare acknowledgment receipts for those not automatically generated.
- **Bank Reconciliation**
 - Reconcile bank statements monthly to ensure accuracy and identify discrepancies.
- **Budget Management**
 - Assist in the development and monitoring of organizational budgets.
 - Work collaboratively with budget holders to track and analyze budget variances.
- **Financial Reporting**
 - Generate regular financial reports for management and stakeholders.
 - Prepare financial statements and reports as needed for audits or grant reporting.
- **Compliance and Documentation**
 - Ensure compliance with relevant regulations and standards.
 - Maintain organized and complete administrative documentation.
- **Administrative Assistance**
 - Assist the Director of Operations with various administrative duties as assigned.

Job Requirements:

The Ideal candidate has the following:

- Proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting and accounting software (preferably QuickBooks Online).
- Strong understanding of financial principles and practices.
- Excellent attention to detail and accuracy.

- Ability to work independently and meet deadlines.
- Strong organizational and communication skills.
- Passionate about contributing to the mission of The Exodus Road.
- Self-starter, problem-solver, takes initiative, excellent communication skills

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.