



**Job Title:** Temporary Part-Time Finance and Administrative Assistant

**Job Location:** Colorado Springs (M/Tu/Th in office). Not a remote position.

**Manager:** Finance and Administration Manager

**Work Hours:** Part-Time, 16-24 hours weekly

**Proposed Hire Date:** August, 2026

**Salary Range:** \$22 - \$25 per hour

**This is a temporary position. The position will start in August of 2026 and end January 15th, 2026.**

### **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 a leading anti-trafficking organization in the six countries where it operates. While engaging with international teams and partners, TER's office in Colorado Springs primarily focuses on fundraising, administration, marketing and communications, and data-driven systems that impact the entire organization.

### **Job Description**

#### **Job Summary:**

We are seeking a highly organized and detail-oriented Temporary Part-Time Finance and Administrative Assistant to join our dynamic team. The ideal candidate will play a crucial role in helping managing our financial transactions and records, ensuring accuracy, and supporting the organization's financial health. In addition, the candidate will assist the Manager of Finance and Administration 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:**



- Assist the Finance and Administration Manager with all aspects of the onboarding program, including new hire training, employment documentation and compliance, and entry into the human resources information system
- Record and classify financial transactions in accordance with GAAP, internal accounting policies, and grant or donor restrictions.
- Process invoices and track payments
- Assist the Finance and Administration Manager with various administrative duties as assigned
- Prepare supporting schedules and documentation for financial statements, grant reporting, and internal or external audits.
- Monitor and process incoming donations and prepare acknowledgment receipts for those not automatically generated
- Reconcile bank statements monthly to ensure accuracy and identify discrepancies
- Assist Finance and Administration Manager in monitoring expenses and internal controls for GAAP and 2 CFR 200 compliance
- Other duties as assigned

#### **Job Requirements:**

- 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

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

*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 ranges are determined by a third-party consultant and deemed as fair and competitive in the state of Colorado.*