

THE OFFICE OF THE VP OF FINANCE AND ADMINISTRATION

ABOUT GOOD PLUS FOUNDATION, INC.

Founded in 2001 by Jessica Seinfeld, Good+Foundation is a leading national nonprofit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers and caregivers, creating an upward trajectory for the whole family. The organization partners with a national network of social service programs in underserved communities to pair goods – such as cribs, car seats and diapers – with life skills training, employment assistance, financial literacy, co-parenting classes and more.

Job Description — FINANCE & ADMINISTRATION ASSISTANT

Department: Accounting & Finance
Reports to: VP of Finance & Administration
Benefits Offered: Generous company paid Medical, Dental, & Life insurance; PTO, Sick Leave, 10 paid holidays per year, and 401k with Employer match after 2 years
FLSA Status: Non -Exempt
Work Type: Hybrid

The primary responsibilities of the assistant are to work directly with the VP of Finance & Administration, on accounting, financial reporting, administration, and audit functions of the organization. Responsibilities include, but not limited to:

- Processes and enters financial donations and make journal entries in Salesforce/SageIntacct, Good+ accounting system.
- Review, process, follow up and make the appropriate journal entries for:
 1. Credit Card Expense reports
 2. Vendor Invoices
 3. Employee reimbursements
 4. Invoices for Donations/Payments due to Good+
- Maintain and manages petty cash
- Serve as a liaison between Finance and the Development departments to ensure timely and accurate recording of pledges, donations, etc.
- Assist in planning and preparing for yearly Audit and Tax Returns.

Desired qualifications/Skills:

1. Attention to details and great organizing skills!
2. Strong knowledge of Microsoft office suite.
3. Experience in non-profit accounting is a plus.
4. Strong written and Verbal communication skills is a must.
5. Preference will be given to candidates with a working knowledge of Salesforce or SageIntacct.