



Junior League of Mobile

JLM BOOKKEEPER

Position Summary:

The Finance Administrator is responsible for management of the finances for the Junior League of Mobile (JLM). Responsibilities include cash management, accounting and bookkeeping duties, and performing other business operations. This person will also oversee the annual financial statement audit, tax reporting, and payroll processing. This position carries the responsibility for maintenance and management of accounts for League officers.

Primary Responsibilities:

- Assist in JLM budgeting process
- Manage the finances of JLM - Oversee all financial and operational processes, including but not limited to account reconciliation, audit preparations and process, budget process, financial reporting, and office record keeping system, etc.
- Provide support to the Treasurer, Vice Treasurer, and Fund Development Chair
- Prepare financial reports prior to each Board meeting for review by Treasurer and presentation to the Board
- Provide support in preparation for, during, and after JLM Fundraisers. This may require working on the weekend of a fundraiser
- Superuser for all JLM finance platforms
- Oversee cash management and position of JLM all receivables and payables
- Record pledges, grants, and donations in close coordination with Fund Development Administrator
- Assist Finance Council and Fund Development Administrator to determine tax deductible information as needed
- Oversee payroll processing and file all necessary Federal and State tax forms
- Track and reporting all sales tax
- Work with Finance Vice President, Membership Vice President, and Membership Administrator to process dues payments
- Maintain policy and procedure documents for business operations
- Assist in managing the business operations of the JLM
- Assist with general office activity, to support JLM membership

Requirements:

Bachelor's Degree with five or more years of accounting and finance or bookkeeping experience.

Skills Needed:

Must be proficient in Microsoft Office Software and QuickBooks. Database and Bill.com experience preferred. Must be able to handle multiple tasks simultaneously, be very detail oriented and have good interpersonal skills. Organization and communication skills are also required. Knowledge of non-profit financial management is beneficial.

Reporting Relationships:

- Reports to the President and the Board of the Junior League of Mobile.
- Works collaboratively with all JLM volunteer leaders.
- Supervises any contracted vendors or temporary staff.

Compensation and Hours:

This position is part-time, 20 hours/week and pay starts at \$20/hr, commensurate with experience.

How to Apply: Email resumes and cover letters to president-elect@juniorleaguemobile.org

JLM MEMBERSHIP SERVICES COORDINATOR

Position Summary:

The Member Services Coordinator is the primary staff support to volunteer leadership, members and the general public, and maintains all related records, including membership database, reporting and other support. This position is designed to be the first point of contact for all constituents and must be able to handle most matters independently, while providing administrative and logistical support to volunteer leaders.

Primary Responsibilities:

- At times supervises and coordinates external vendors, consultants, or other resources
- Responsible for successful completion of assigned volunteer's task and projects, which at times includes working with internal and external stakeholders, coordinating various committees, and developing new processes
- Database Management: Maintain organization database and membership records. Work with committees to maintain volunteer tracking, placement records, and membership information. Support Corresponding Secretary in managing membership status i.e. transfers in and out, etc. Maintain membership obligations data i.e., placement, dues, shifts, meetings, etc.
- Volunteer Support: Serve as primary liaison to new and existing members, answering questions, supporting database needs, reserving meeting space, handling mailings, etc. Support annual leadership transition. Keep up to date on membership policies within the Junior League of Mobile ("JLM") and Association of Junior Leagues International, Inc. (AJLI). Be familiar with JLM Bylaws and Standing Rules.

- Manage meetings and reservations of meeting spaces at Headquarters.
- Facilities Management: Manage JLM facilities, including the distribution of keys, alarm codes and maintenance of office machinery. Light maintenance of office equipment and building, including contracting services as needed for plumbing, copier, office cleaning, recycling, fire extinguishers and office alarm. Ensure that the Headquarters' public and work area appearances reflect positively on the organization and are maintained in a clean and orderly condition. Maintain and understand how to use all office equipment and technology. Act as a liaison with the cleaning crew and security.
- Miscellaneous: Performing routine administrative tasks for JLM leadership (writing correspondence, filing, copying, scanning, faxing, organizing meetings, overseeing delivering JLM-related materials, circulating minutes, running filters, coordinating mailings, etc.) Run errands as needed to assist with Headquarters functions. Must have current liability insurance. Order supplies as needed and perform other duties and responsibilities as required or requested.

Requirements:

- Bachelor's degree from an accredited college/university.
- Strong software and A/V skills preferred, including nonprofit donor and/or volunteer management systems.
- MS Office Suite, Google Suite, Canva, General office operations

Skills Needed:

- Detail-focused and well-organized.
- Multi-tasker able to juggle many projects independently.
- Helpful, patient and service oriented.
- Ability to communicate effectively with many different types of people.

Reporting Responsibilities:

- Reports to the President and the Board of the Junior League of Mobile.
- Works collaboratively with all JLM volunteer leaders.
- Supervises any contracted vendors or temporary staff.

Compensation and Hours:

This position is part-time, 20 hours/week and pay starts at \$15/hr, commensurate with experience.

How to Apply: Email resumes and cover letters to president-elect@juniorleaguemobile.org