

Position: Administrative Assistant and Accountant I
Reports to: Director of Finance and Administration
FLSA: Non-exempt
Hours: Full-time, 40 hours per week
Mon-Fri, occasional evening or weekend work, as needed
Rate: \$17.50/hr; health benefits package includes medical, dental, vision, life and long-term disability insurance; PTO/vacation; and holidays

Position Summary:

The Administrative Assistant and Accountant I position is primarily responsible for helping administrative staff on a wide range of tasks including office management, data entry, external communications, timely invoicing, and special projects.

Essential Functions & Responsibilities

Administration:

- Be responsible for main phone line/voicemail and fielding general inquiries via email
- Receive and process mail
- Liaise with facility regarding building access and general inquiries
- Assist with new employee orientation
- Maintain CKC internal calendar
- Maintain donor data: Salesforce, Excel, etc.
- Assist with bulk order data compilation
- Maintain Cultivate KC job board
- Send donor acknowledgements
- Purchase supplies for Cultivate KC offices and manage inventory
- Additional duties as assigned

Accounting:

- Record and process payments
- With Director of Finance and Administration, prepare grant invoices
- With Director of Finance and Administration, draft financial statements for grants and other development needs
- Additional duties as assigned

Placement Criteria

- 1-2 years of office management or administrative assistant employment (can be in a volunteer capacity), or equivalent experience
- Demonstrated proficiency with Microsoft Office suite software
- High-level attention to detail and organization
- Capacity to learn quickly
- Previous experience managing finances preferred



Position Description Administrative Assistant and Accountant I

Physical Demands

Must be able to lift 50 lbs. Must be able to work well with others and demonstrate effective listening; job will require both independent work and working with groups.

Work Location

This is a hybrid position. Cultivate KC offices are located at the Westport Commons Plexpod at 300 E. 39th St, Kansas City, MO 64111 and at the Juniper Gardens Housing Authority site at 1979 N. 2nd St., Kansas City, KS 66101. Some work can be performed remotely. Administrative staff will provide guidance on which tasks can be completed remotely and which need to be performed in our office space.

Workplace Culture

At Cultivate KC, we:

- Collaborate
- Care for each other, our work, and our community
- Promote a healthy balance between our work and our personal life
- Are adaptive, creative, open to learning
- Take time for organizational self-reflection
- Practice transparency with each other and with those we serve
- Agree that food systems work should be fun and bring joy to ourselves and our communities

To Apply

Please send 1) a cover letter indicating why you are interested in working with Cultivate KC and what experience you bring to the position and 2) your resume to jobs@cultivatekc.org.

Timeline

We hope to offer the position by mid-February 2023.