



Position Title: Accounting & Administrative Assistant

Hours: 20-24 hours per week

Compensation: \$24.10/hour

Reports to: Finance Manager

Organization Overview:

Bounty & Soul is an innovative, grass-roots, community-based organization working to advance food and health equity by giving everyone an opportunity to eat well, live healthily, and thrive. We provide consistent access to nourishing food, health & wellbeing education, and a supportive community. We are an energetic, passionate, and committed team made up of a small but mighty staff, more than 400 volunteers, 100+ community partners and key stakeholders that are dedicated to advancing our mission.

Equal Opportunity Employment:

Bounty & Soul is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants for employment and do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local laws. This commitment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, termination, and other terms and conditions of employment. Bounty & Soul also provides reasonable accommodation to qualified individuals with disabilities and sincerely held religious beliefs, in accordance with applicable laws.

Position Summary:

The **Accounting & Administrative Assistant** provides essential operational support to both the finance team and daily office functions at Bounty & Soul. This role serves as the primary support to the Finance Manager, assisting with accounts payable, credit card receipt processing, and other finance-related duties as assigned. The position also supports general administrative operations and provides assistance, as needed, to the Executive Director and Deputy Director. The ideal candidate is detail-oriented, dependable, and capable of supporting accounting workflows while effectively managing front-office administrative responsibilities.

This is a part-time, in-person position (20-24 hours per week) with regular, consistent shifts during normal business hours. This position does not include benefits.

Duties & Responsibilities

Accounting & Finance Support

- Process, organize, and record credit card receipts and transactions
- Assist with accounts payable, including reviewing, coding, and processing invoices for payment
- Follow up with staff and vendors to obtain missing receipts, invoices, or supporting documentation
- Maintain accurate and well-organized financial records and documentation
- Support the Finance team on targeted process-improvement initiatives, including research, vendor coordination, and information gathering
- Communicate regularly with the Finance Manager regarding priorities, deadlines, and workflow status

Administrative & Office Support

- Answer phones and greet visitors in a warm, professional, and welcoming manner
 - Monitor the main voicemail inbox and route or return messages as appropriate
 - Oversee routine office supply ordering and maintain adequate inventory for shared workspaces
 - Assist with general administrative tasks, projects, and occasional errands as assigned
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Qualifications

- Strong attention to detail and organizational skills
- Some experience or educational background in accounting, finance, or bookkeeping preferred
- Basic proficiency in computer and office systems; experience with QuickBooks Online and Excel is a plus
- Strong verbal and written communication skills
- Professional, friendly, and service-oriented demeanor when interacting with staff, vendors, donors, and community members
- Collaborative, team-oriented mindset
- Ability to prioritize tasks effectively and manage multiple responsibilities in a dynamic work environment

Interested applicants should submit a resume to Eliza Randolph at eliza@bountyandsoul.org for consideration.