



Please submit cover letter and resumes by  
**10/16/2020**  
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For questions, contact [jobs@kibi.org](mailto:jobs@kibi.org)

1029 Fletcher Ave., Suite 100  
Indianapolis, IN 46203  
[www.kibi.org](http://www.kibi.org)

Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB's vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devoted toward that vision.

**Job Title:** Office-Accounting Coordinator  
**Full-/Part-Time:** Part-time-Temporary  
**Regular/Temporary:** Temporary  
**Salary:** \$15.00 per hour  
**Benefits:** Eligible for Full-Time employee benefits

This position is available with funding from the CARES ACT. To be eligible for this position, candidates must meet the following criteria:

1. Access to reliable transportation
2. Reside at an address within Marion County
3. Self-certify the individual is unemployed, partially employed, or unable or unavailable to work due to one of the following, but is otherwise able to work and available to work within the meaning of Indiana Law:
  - The individual or a member of their household has been diagnosed with COVID-19;
  - The individual is providing care for a family member or a member of the individual's household who has been diagnosed with COVID-19;
  - A child or other person in the household for which the individual has primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for the individual to work;
  - The individual is unable to reach the place of employment because of a quarantine imposed or has been advised by a health care provider to self-quarantine or the individual's place of employment is closed as a direct result of the COVID-19 public health emergency.
  - The individual was scheduled to commence employment and does not have a job or is unable to reach the job or had to quit his or her job as a direct result of the COVID-19 public health emergency;
  - The individual has become the breadwinner or major support for a household because the head of the household has died as a direct result of COVID-19;
  - The individual meets any additional criteria established by the Secretary for unemployment assistance under section 2102(a)(3)(A)(ii)(I) of the Cares Act.

**Purpose:**

The Office-Accounting Coordinator is responsible for supporting the KIB by performing administrative duties including full cycle accounts payable processing and office administrative duties. The Office-Accounting Coordinator will work with all employees throughout the organization and will be instrumental in developing a culture that is inclusive for all. The ideal qualities are trustworthy, empathetic, enjoys working with people, and demonstrate the flexibility to handle multiple tasks accurately and efficiently.

**Functions and Responsibilities:**

This position will support both accounting functions and office operations. Duties will include the following:

1. Accounting Functions
  - a. Processing full cycle Accounts Payable
  - b. Prepare and enter in accounting system monthly contract and corporate invoices
  - c. Process remote deposits for bank and enter in the accounting system
  - d. Monthly credit card reconciliations and entry in the accounting system
  - e. Monthly reconciliation of credit card transactions for online purchase
  - f. Process monthly ACH/EFT transactions
  - g. Maintain Fixed Assets schedule
  - h. Assist with audit preparation or special projects as assigned
2. Office Operations
  - a. Answering incoming calls and forwarding to appropriate staff
  - b. Reviewing and forwarding emails to KIB's main email address
  - c. Distributing mail and packages
  - d. Ordering and maintaining office supply inventory

**Required Skills:**

Candidates for this position should be willing and able to perform the following:

- Knowledge of Abila MIP accounting software preferred
- Knowledge of Microsoft Office products, including Teams, Excel, Word, and Outlook
- Strong organizational and communication skills, both verbal and written
- Ability to maintain a high level of confidentiality
- Strong organizational and communication skills, both verbal and written with teammates, volunteers and other staff members

Keep Indianapolis Beautiful helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work, from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants, including persons of color, people who are LGBTQ, veterans, people who are multilingual or multicultural, and individuals of various ages and abilities to help us create a team with a broad range of backgrounds and thinking.