



## **Finance and Administrative Associate**

The Writing Revolution (TWR) transforms instruction across the curriculum through a proven, coherent method that enables all students to develop the literacy and critical thinking skills they need to engage productively in society. We train and support teachers and school leaders in implementing The Hochman Method, an explicit set of evidence-based strategies for teaching writing. Our approach builds from sentences to compositions and is embedded in curriculum across all content areas and grade levels.

TWR is seeking a **Finance and Administrative Associate** to handle all aspects of revenue collection, including billing and follow-up, for all program services. In addition, the position will provide administrative support to a growing staff of professionals. The successful candidate will be highly organized, comfortable and adept at using technology, and demonstrate strong oral and written communication skills. Responsibilities will include but will not be limited to:

### **Accounts Receivable**

- Prepare and submit sales orders to schools for course enrollment in order to obtain purchase orders prior to course day one, following up as necessary.
- Reconcile course enrollment based on actual attendance and collect on accounts by sending invoices with required supporting documentation and reminders via phone, email, fax or mail.
- Establish relationships with partner school billing contacts and determine process for billing and collection of partnership revenue.
- As necessary, complete steps required to establish TWR as a vendor in specific locations and provide W9 information on request.
- Track and post customer check and electronic payments by recording all transactions into Excel/Salesforce A/R files.
- Prepare and deposit check payments following TWR procedures and prepare posting records for all electronic payments.
- Reconcile A/R files to QuickBooks ledger, investigating and resolving any discrepancies.
- Generate monthly A/R aging report showing open balances.

### **Administration**

- Secure and schedule conference rooms for TWR meetings.
- Order supplies and catering for all staff, as necessary.
- Support TWR technology resources, such as wifi access and printer usage including regular printer maintenance.
- Collect and distribute mail daily.
- Track information request by maintaining log and reporting weekly.
- Prepare and ship letters and packages, as necessary.
- Take minutes at staff meetings and begin to transition responsibilities for minutes at TWR board meetings.
- Handle other administrative duties as assigned.

### **Qualifications**

The ideal candidate has at least two years of experience in a related field (e.g. non-profit, accounting, and/or education). Knowledge of general accounting principles and the demonstrated ability to calculate, post, and manage accounting figures and financial records is essential as is proficiency in MS Office, including Excel, and comfort with technology. The position requires a high degree of accuracy, attention to detail, and confidentiality along with excellent analytical, organizational, and communication skills. A passion for the TWR's mission and a commitment to teamwork is essential.

### **To Apply**

Send a cover letter, resume, and references to Scott VandeVoort at [jobs@thewritingrevolution.org](mailto:jobs@thewritingrevolution.org). Salary is commensurate with experience. TWR offers a competitive benefits package including health insurance and 401K.