



JOB DESCRIPTION

Job Title: Accounting & Operations Coordinator

Reports To: Director of Finance and Grants

Date Issued/Revised: August 27, 2026

Type: Part-Time 10am-2pm

Starting Compensation: \$21/hour

Location: Fayetteville, AR

PURPOSE OF JOB

The Accounting & Operations Coordinator is a skilled bookkeeper with exceptional attention to detail, organizational, time-management and documentation skills. This role works closely with the Director of Finance and Grants to ensure smooth operation of Canopy's daily, weekly and monthly financial processes. They will also apply their strong administrative skills to similar tasks in the Human Resources department.

ESSENTIAL FUNCTIONS

Financial Management

- Utilizes Quickbooks Online to enter receipts, process bills, run reports, and reconcile Canopy accounts
- Manages purchasing card system (Ramp.com), codes expenses to relevant grant activities, and exports data to Quickbooks Online
- Prints checks on a daily or weekly basis
- Oversees timely payment of bills
- Weekly bank deposits and withdrawals
- Prepares client cash allowances per program guidelines
- Processes employee reimbursements, monthly
- Designs and maintains a physical and electronic filing system for financials and other important documentation for grant reporting including filing contracts and budget submissions
- Manages petty cash
- Drafts and submits monthly financial reports to funders under the guidance of the Director of Finance and Grants
- Provides documentation for financial audits, annually
- Runs client financial reports periodically
- Creates detailed process guidelines for all of Canopy's financial management systems
- Trains Canopy staff on current and new financial processes such as check requests and other financial systems
- Assists with the data entry and processing of monetary and in-kind donations

Human Resources Administration

- Assist payroll processing and management of the payroll system (Gusto)
- Processes employees for onboarding and offboarding
- Supports other on-going Human Resources activities

Special Projects

- Special projects as assigned by the Director of Finance and Grants
- Provides administrative support for the Executive Director and Deputy Director for special events and one-time projects
- Provides backup coverage for the front desk
- Other duties as assigned

SUPERVISION and ORGANIZATIONAL RELATIONSHIPS

- Not a supervisory role
- Position reports to the Director of Finance and Grants

DECISION AUTHORITY and BUDGETARY RESPONSIBILITY

- Authority to approve purchasing card limit increases
- Access to Canopy bank accounts and financial institution documents
- Authority to prepare grant reports and invoices, subject to review by the Director of Finance and Grants

QUALIFICATIONS

Technical Qualifications:

- Two years of experience in bookkeeping, accounting or related fields. Background in nonprofit work is a plus.
- Experience with Quickbooks Online preferred
- Experience creating procedural guidelines
- No certifications or licenses required

Knowledge, Skills and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before employees of organization
- Knowledge of accounting practices
- Highly-organized and detail-oriented
- Skilled in MS Office and Google Enterprise
- Can produce reports including charts and graphs
- Exceptional time management skills and ability to prioritize work
- Excellent written communication skills

- Ability to be responsive in a timely manner
- Working knowledge of office equipment/technology, such as printers and computers
- Ability and desire to work with people of other cultures
- Commitment to Canopy's mission and vision

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

TO APPLY

Please send a resume and cover letter to Laurie Morrow at laurie.morrow@canopynwa.org.