



Finance and Operations Assistant

Department: Administration
Supervisor: Chief Operating Officer
Status: Full-Time; Exempt

Salary Range: \$36,720 - \$41,600 annually

Summary

Ijams seeks a detail-oriented and highly organized Accounting and Operations Assistant to support our financial and administrative functions. This role is responsible for data entry, account reconciliations, and assisting with financial reporting, as well as assisting with general office management and program/event payment systems. The ideal candidate will have a strong eye for detail, proficiency with accounting software, and a collaborative mindset to ensure smooth day-to-day operations.

Duties and Responsibilities

Financial Systems (60%)

- Data entry for a variety of accounting transactions, primarily accounts payable and deposits or accounts receivable
- Coordinate with the Development team to accurately track grant spending and reconcile donation revenues with the Donor Management Platform
- Maintain electronic vendor files creating new entries, updating existing information, and properly registering 1099 vendors
- Perform monthly reconciliation of bank and credit card statements
- Assist with month, quarter, and year-end financial reports
- Assist with annual financial, payroll, and insurance audits
- Assist the Chief Operating Officer on various accounting duties as assigned

Operations (40%)

- Coordinate office supply ordering and ensure that materials are available for streamlined operation
- Support Chief Operating Officer with data entry and documentation during employee hiring and onboarding processes
- Coordinate with Education and Visitor Services teams to ensure proper and timely payments for program and event participants, including processing refunds, contacting customers with outstanding balances, and assisting with revenue reports
- Assist the Chief Operating Officer on various operational duties as assigned

Qualifications

- High school diploma or GED required; Associate degree or higher in accounting or business preferred
- One year of accounting or office experience required
- Familiarity with QuickBooks or a similar accounting software strongly preferred
- Proficient with Microsoft Office Suite and Google Workspace required

Desired Skills and Abilities

- Superior organizational skills and attention to detail
- Excellent listening, assessment, and problem-solving skills and a collaborative nature
- Strong technical skills and comfort with software and technology concepts
- Previous experience working in the nonprofit sector as a volunteer or staff member
- Commitment to high professional ethical standards

Other Requirements

- Must pass a pre-employment background check
- Ability to work occasional nights or weekends for fundraising events
- Prolonged periods of sitting at a desk and working on a computer

Compensation/Benefits

Salary is commensurate with qualifications and experience. The position offers health insurance, paid vacation and sick leave, paid holidays, and a retirement plan match.

About Ijams Nature Center

Ijams Nature Center is a nonprofit nature center located on the banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 318 acres of land with more than 14 miles of trails, a large Visitor Center, Mead's Quarry Lake, mountain biking trails, river access, gardens, and much more. People of all ages attend educational programs, including school field trips, family programs, summer camps, and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at ijams.org for current program information.

Equal Opportunity Employment

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, ethnicity, sexual orientation, gender identity, age, national origin, mental or physical disability, veteran status, or any other protected status. Reasonable accommodations will be provided as needed throughout the application and employment process.

To Apply

Send resume, cover letter, and three references (*will not be contacted without notice*) to Melanie Thomas, Chief Operating Officer, at mthomas@ijams.org. The position is open until filled.