



**Position:** Accounting Administrative Assistant  
**Organization:** SBP – National (New Orleans)  
**Reports to:** Chief Financial Officer

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#### ***About SBP***

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 70+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,600 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

#### **Position Summary**

SBP seeks an Accounting Administrative Assistant who will offer accounting and administrative support to ensure efficient operations of the department and the organization.

#### **Responsibilities:**

- Review all invoices and purchase orders for appropriate documentation and approval prior to posting or payment.
- Properly code or ensure proper coding on each invoice and enter or uploaded into accounting system.
- Monitor vendors and subcontractors ensuring insurances are up to date and compliant and assist operating sites in establishing new vendors.
- Assist with vehicle management and insurance
- Assist grant supporting documentation and filing
- Assist team with job cost reporting
- Support operating sites ordering of supplies, travel requests, and other centralized purchases to be determined
- Provide administrative support including IT and building maintenance
- Receive, sort, and distribute the mail

#### **Requirements:**

- BA in Accounting or Business or equivalent
- Proficiency in MS Office including Microsoft Word and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner

#### **Performance Expectations:**

- Demonstrate skill and comfort in building financial models and extracting actionable data
- Be creative and thoughtful about how to manage financial behavior
- Have a high level of personal responsibility and drive towards ambitious goals
- Have a strong sense of integrity, ethics, and drive to achieve and grow

- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development

To apply for this position, please click [here](#).

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*