



WeCode KC is seeking a Finance & Grants Administrator to oversee the day-to-day financial operations of our organization while managing critical grant administration processes. This role is essential to ensuring fiscal accountability, compliance, and long-term sustainability for our mission of building a diverse pipeline of future technologists.

If you are detail-oriented, reliable, and eager to contribute your accounting and grant management skills to a mission-driven, tech-focused nonprofit, this could be the perfect opportunity.

### **Key Responsibilities:**

#### **Financial Operations & Payroll**

- Manage day-to-day financial transactions, including accounts payable, receivable, and general ledger entries
- Process bi-weekly payroll and ensure compliance with wage and hour regulations
- Reconcile bank statements, credit cards, and expense accounts monthly
- Prepare accurate financial statements and reports for leadership review

#### **Grant Management & Compliance**

- Track grant budgets, expenditures, and reimbursements to ensure compliance with funder requirements
- Prepare and submit financial reports for grants, contracts, and restricted funds
- Maintain grant documentation, including agreements, reporting schedules, and supporting records
- Collaborate with program staff to ensure programmatic expenses align with grant budgets

#### **Budgeting & Oversight**

- Assist with annual budgeting process and revisions throughout the year
- Provide regular budget-to-actual reports to leadership and program managers
- Monitor cash flow and support financial forecasting
- Uphold compliance with nonprofit financial best practices and internal controls

#### **Audit & Regulatory Support**

- Support preparation for annual audit and 990 tax filing
- Ensure compliance with federal, state, and local nonprofit reporting requirements
- Assist in developing and maintaining financial policies and internal controls

### **Successful Candidates will have:**

This position is ideal for someone who thrives in a growing nonprofit where systems and processes are evolving. You should be adaptable, resourceful, and able to adjust quickly while maintaining a high level of accuracy and professionalism. Strong communication



skills, attention to detail, and the ability to keep financial and grant operations organized amid growth are essential.

#### **Required Qualifications:**

- Bachelor's degree in Accounting, Finance, Nonprofit Management, or related field **OR equivalent combination of experience and education**
- Proficiency with QuickBooks Online and Microsoft Office 365 tools (Excel, Word, Outlook, SharePoint)
- Minimum 3 years of experience in bookkeeping, accounting, or nonprofit financial administration
- Knowledge of grant management, including tracking, compliance, and reporting requirements
- Strong organizational and time management skills with ability to meet deadlines
- Ability to manage multiple tasks, meet deadlines, and maintain confidentiality in fast-paced, evolving environment

#### **Preferred Qualifications**

- Experience managing federal or state grants (e.g., reporting, reimbursement, compliance)
- Familiarity with payroll platforms such as Gusto, ADP, or Paychex
- Familiarity with grant management systems including Candid, Bloomerang, Green Light, Fluxx, or Blackbaud
- Prior experience working in a small to mid-sized nonprofit organization

#### **Comprehensive Benefits & Remote Work Perks:**

This is a hybrid position. WeCode KC prioritizes employee well-being with a competitive benefits package to support your health, financial security, and work-life balance.

- Work-Life Balance: Generous PTO, and paid holidays
- Student Loan Forgiveness: WeCode KC is a qualifying employer for Public Service Loan Forgiveness (PSLF), helping employees manage student loan debt

This role is essential to ensuring the financial health and operational efficiency of the organization, supporting its mission-driven activities and long-term sustainability

#### **About the Work:**

This on-site position operated primarily during standard business hours. Occasional events and classes may vary hours. WeCode KC is a 501(c)3 nonprofit organization that teaches students 7-17, and adults 18-26, coding and technology skills.



Salary for this role ranges from **\$58,000-\$68,000 annually**, depending on experience and qualifications.

**Reports to:** Chief Operations Officer (COO)

**Location:** In-Office, Kansas City, MO

**Operating Hours:** Monday-Friday 8:30 AM – 5:00 PM

**Status:** Exempt, Full-time

**Does this sound like you?**

WeCode KC is an equal opportunity employer and encourages individuals who meet most of the listed qualifications to apply. To be considered for the Senior Bookkeeper position, please email your resume to our HR team at [hr@wecodekc.org](mailto:hr@wecodekc.org). We look forward to reviewing your application and connecting with candidates who are excited to support our mission.