

Vitae Foundation

Job Posting

Job Title: Operations Specialist

Department: Operations

Posting Date: 09.30.2025

Salary Range: \$22 hr/24 hrs per week

Purpose:

Under the supervision of the COO, the Operations Specialist performs clerical, data entry, basic accounting, and banking functions. Duties are performed according to standard accounting and office procedures. This position requires a valid Missouri Driver's License as the Operations Specialist picks up Vitae mail from the local post office and takes deposits to the bank daily. All functions of the Operations Specialist will be performed in accordance with Vitae policy and procedures and in a manner that reflects its mission and goals.

Essential Duties and Responsibilities:

The Operations Specialist's responsibilities will include but are not limited to the following.

- Pick up mail from post office, daily
- Date stamps, opens, sorts, and distributes mail
- Scans checks into Docsvault software program
- Distributes copies of scanned checks to appropriate personnel
- Processes donor gifts according to Vitae procedures
- Prepares bank deposits
- Takes deposits to bank
- Maintains W-9 information and vendor files
- Assists COO in preparation of 1099s
- Enters documents in Sage and reviews the data entry and scanned invoices for accuracy and completeness
- Prepares checks for signature
- Matches invoices being paid with appropriate check
- Prepares and mails payments to vendors as instructed
- In charge of sorting and counting event revenue
- Assists COO in gathering audit paperwork
- Enters payroll in ADP system semi-monthly and monthly
- Scanning paperwork from different types of documents into Docsvault
- Other duties as assigned.

Education and/or Experience:

- Ideal candidate will possess very strong communication skills, attention to detail and problem-solving skills.
- Must be able to work individually on daily job duties as well as with a team, collaborating on projects.
- Software proficiency in Microsoft products: Excel, Word, and Outlook.
- Ability to learn new systems and processes quickly and accurately.