



Postpartum Support Virginia (PSVa) is immediately hiring a Data Analyst and Bookkeeper.

This position reports to the Executive Director. This is a 20 hour per week, virtual role.

Job Description

Bookkeeping

- Assist Executive Director with the following:
 - Processing of reimbursements
 - Maintaining data in Quickbooks
 - categorizing expenses and deposits
 - Developing financial reports for grantors as needed
 - Contract invoicing
 - process Shelane's Fund payments.
 - Manage credit cards for staff

Data Management

- Work with program leads to ensure all forms collect relevant information needed to report of program results and client demographics
- Develop program evaluation plans, ensure implementation of plans already in place
- Clean and analyze data to create impact reports, program reports, annual reports and grant reports.

Process Management

- Assist Deputy and Executive director in process creation and implementation (Teamwork, file management, data collection, contact management)
- Convene data and systems meeting
- Serve as point of contact for systems questions from staff.

Development

- Assist with fundraising and other events as needed.

- Assist with program development for grant applications as needed.
- Review grant applications and provide relevant program statistics or other information for proposal crafting as needed.

Other Duties

- All other duties as assigned by the Executive Director.

The ideal candidate will possess:

- Experience with data collection and analysis
- Be detail oriented
- Comfortable working on a team or independently.