

## Data Entry & Operations Specialist

The Covation Center, an Entrepreneurial Resource Organization, is seeking a highly motivated individual who enjoys a high volume, fast pace environment while maintaining accuracy and detail.

### Responsibilities:

- Responsible for all aspect of data entry for programs and services
- Responsible for management and entry of program changes and updates.
- Effectively manage special projects and other duties as assigned. Overall functions and control within the business office.
- Maximizing cash flow through efficient billing and collection processes.
- Office support duties for Director of Operations/ Executive Director.
- Maintaining the Human Resources/Payroll and accounting system.
- Accounts payable, accounts receivable, petty cash, resident funds and cash receipts.
- Strong organizational and analytical skills; oral and written communication skills.
- Requires 1 to 3 years bookkeeping and administrative experience. Requires working knowledge of financial statements and automated financial software.

### Requirements:

- 2 years of data entry experience
- Highly proficient in Microsoft Word, Excel, and Outlook
- CRM experience (Salesforce) preferred
- Extreme attention to detail
- Excellent Organizational skills
- Client service oriented
- 50 WPM typing (minimum)
- Must have strong written and oral communication skills.
- Able to prioritize time sensitive assignments.
- Must be able to effectively multitask in a fast-paced environment while maintaining accuracy.

**Job Type:** 24 to 40 hours; flexible part – to – full time.

To apply, please email resume to [info@covationcenter.org](mailto:info@covationcenter.org). Compensation commensurate with experience.