



Administrative & Accounting Assistant Indianapolis, IN | Full-time | On-site

About Kids' Voice of Indiana

We're a nonprofit advocating for children and families involved in the court system. Our work is complex, confidential, and mission-driven—and strong financial and administrative systems make that possible.

The Role

You'll be the steady engine behind our day-to-day accounting and office operations. Most of your time will focus on core accounting support, while also being a welcoming on-site presence who keeps the office organized and information flowing. This is an in-office role most days, with occasional remote flexibility.

The Impact You'll Make

- Keep payments, reimbursements, and financial records accurate and timely.
- Maintain organized digital/physical files and support month-end reconciliation.
- Be a calm, professional first point of contact for visitors, vendors, and staff.
- Coordinate meeting logistics (rooms, food orders, access) and help with board/staff events.

You'll Thrive Here If You

- Enjoy working with numbers, systems, and details—and take pride in accuracy.
- Communicate clearly and kindly, even when someone is frustrated.
- Stay organized, protect confidentiality, and meet deadlines without losing your cool.
- Care about mission-driven work and collaborating across teams.

What You'll Need

- 2+ years in accounting support, bookkeeping, or administrative roles.
- Comfort with spreadsheets and accounting tools (e.g., QuickBooks, Bill.com).
- Professional judgment, attention to detail, and a confidentiality mindset.
- Ability to be on-site most days in Indianapolis; occasional evenings or weekends for events.
- Ability to pass required background checks.

Nice to Have

- Nonprofit experience and/or familiarity with donor/CRM platforms (e.g., Bloomerang).
- Experience supporting audits, reporting, or compliance.

Compensation & Benefits

- Starting salary: \$48,000/year.
- Benefits: Health insurance, generous leave, 401(k), professional development, and a collaborative team culture.

Please send resumes to Jennifer Dean, Operations Manager, at jdean@kidsvoicein.org. Applications are reviewed on a rolling basis; the post will be removed once the position is filled.

Kids' Voice of Indiana is an equal opportunity employer and prohibits discrimination and harassment of any kind as outlined by federal, state, or local laws