

MTD Office Administrator

The Company

MoreThanData is a Non-Profit organization providing complex software solutions to Habitat for Humanity affiliates across North America. The company is seventeen years old and is the most successful company in service to Habitat for Humanity affiliates. We currently serve 40% of the affiliates and we are the major provider of software solutions to this market. The company administrative office is in Winder Georgia but MTD has decentralized operations and the MTD staff/contractors normally work from their location. Our staff is spread across all four time zones.

The Position

This part-time contractor position is for an Office Administrator to work half days during the business week. Our business office is in Winder Georgia and while you may work from home, you will need to spend some time each week in our administrative office.

The required specific Office Administrator skills are:

- A. Customer interaction to maintain the MTD customer contact database.
- B. Handle billing issues on all MTD products including collections and cash management.
- C. Good computer support skills in operating all MTD customer support activities.
- D. General Ledger skills and some familiarity with QuickBooks is a plus.

MTD Office Team

This person must be detail oriented, a self-starter, able to handle highly confidential information with integrity and have a caring heart. This person will be part of talented team members with wide experience in non-profit work.

- A. **Nancy Woolsey** is a founder of MoreThanData and has been a management team leader since our inception. Nancy is an accountant by training and will continue being the Treasurer for MTD. This position will report to Nancy.
- B. **Kathee Hawkins**, is a local CPA and has her own firm helping small companies organize their accounting and administrative activities. Kathee is located near our administrative office and is documenting all of MTD's administrative procedures. Kathee will be available for training and support.