



POSITION DESCRIPTION

Title: Coordinator, Administration & Accounting

Reports to: Director of Finance & Human Resources

Summary: Responsible for general accounting support such as recordkeeping, reconciliations, month-end closing entries, preparation of monthly financial reports, and POS analysis. Responsible for administrative support such as greeting visitors and ensuring guests have basic needs met, keeping supplies in stock, working with vendors, making sure the office areas are clean, orderly, and safe, and assisting with basic HR or IT support.

Supervisory Responsibilities: None.

Employment Classification: Full-time (40 hours/week) or Part-time (20-28 hours/week) FLSA non-exempt status.

General Responsibilities:

Administrative:

1. Greets visitors at 4th floor front desk, informs staff of visitors, prepares meeting rooms as necessary.
2. Maintains inventory of office supplies on hand and orders appropriate supplies.
3. Pick up, drop off mail daily, and distribute mail to staff mailboxes. Setup rooms for Board and other meetings including picking up snacks or other food and copying materials as requested.
4. Return rooms to pre-meeting status.
5. Notifies appropriate staff of deliveries.
6. Assists Director of Finance & Human Resources with clerical HR duties including preparing new hire paperwork packets, performing background checks, and verifying I-9's.
7. Assists with new employee orientation and clerical Human Resource duties, including preparation of new hire paperwork packets, performing background checks, and verifying I-9's.
8. Provides basic IT assistance in the absence of IT Coordinator.
9. Manages administration department budget and office supply line item budget.
10. Other duties as assigned.



Accounting

1. Export and reconcile daily sales from POS system with accounting system.
2. Prepare and distribute weekly sales and attendance analysis from POS system.
3. Review weekly and monthly A/P invoices assuring accuracy within accounting system.
4. Maintain vendor files with current contact information and W-9.
5. Complete weekly electronic deposit of all A/R checks, including entry into accounting system.
6. Perform Month End/Year End closing duties, responsibilities include but are not limited to: reconciling and entering all credit card expense, reconciling accounts receivable, prepaid accounts, fixed assets, bank deposits and reviewing expense recognition against mail tracking worksheet.
7. Prepare and distribute monthly budget analysis for budget managers.
8. Prepare and review monthly financial statements with Director of Finance & Human Resources.
9. Other Duties as assigned.

Qualifications

- College experience preferred with course work in Business, Accounting, Non-profit Administration, Public Administration or related field.
- Two years of accounting and/or administrative experience required or equivalent combination of college and experience.
- Communication Skills: Collaboration with co-workers, management, vendors, and customers.
- Ability to listen and communicate effectively.
- Attention to Detail: Ensure every detail is accurate.
- Leadership Skills: Motivate and resolve conflicts on a regular basis.
- Analytical Skills: Identifies cost savings and efficiencies.
- General knowledge of Microsoft Word, Excel and Outlook.

Working Conditions

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Must be able to lift and carry supplies weighing up to 30 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for extended periods of time.