



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, analysis of budget to actual variances. 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 IT support.

Supervisory Responsibilities: None

Employment Classification: Full-time 40 hours/week, FLSA exempt status

General Responsibilities:

Administrative:

1. Greets visitors at 4th floor front desk, informs staff of visitors, and answers main line incoming calls
2. Setup rooms for Board and other meetings including picking up snacks or other food and copying materials as requested
3. Return rooms to pre-meeting status
4. Deliver banking deposits and obtain change for admissions Monday – Friday (daily bank, weekly hurricane vending, weekly gravity well and monthly donation/locker.)
5. Coordinate activities with network services, information systems groups, audio/visual services, and telecommunication services
6. Coordinate new hire hardware, software needs including peripheral equipment
7. Maintain technology inventory
8. Purchase approved hardware/software under the direction of IT Vendor and Director of Finance & Human Resources
9. Check mail daily and distribute to appropriate mail files
10. Schedule appointments, plan meetings, draft messages, organize files, and other organizational assistance as needed
11. Manages information technology budget
12. Other Duties as Assigned

Accounting:

1. Scan development checks to development officer and deliver all checks to Administrative & Human Resources Coordinator
2. Records in accounting system and reconciles with development all in-kind contributions



3. Review and reconcile deposit summary
4. Input weekly and monthly accounts payable invoices into system
5. Prepare weekly vendor payments with appropriate back-up, obtain required signatures, and deliver (mail) all payments
6. Review paid invoices with Executive Director
7. Maintain vendor files with current contact information and W-9
8. Prepare annual 1099 IRS documents
9. Perform Month End/Year End closing duties, responsibilities include but are not limited to: reconciling and entering all credit card expense, prepaid accounts, fixed assets, bank deposits and reviewing expense recognition against mail tracking worksheet
10. Prepare and distribute monthly budget analysis for budget managers
11. Prepare and review monthly financial statements with Director of Finance & Human Resources
12. Maintains POS system including evergreen sales, discounts, and new programs

Qualifications

- College experience preferred with course work in Business, Finance, Accounting, or related field
- Two years of accounting 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