



Position Description **Administrative/Finance Coordinator (Full Time)**

Purpose:

Under supervision of the Executive Director, the Administrative/Finance Coordinator is responsible for performing financial and administrative responsibilities including careful documentation, fiscal monitoring support, and appropriate bookkeeping consistent and in accordance with established accounting practices and federal regulations.

Major Tasks and Responsibilities:

- Maintain Accounts Receivable, Accounts Payable, General ledger and donor records.
- Responsible for documenting all SCRC financial transactions, documenting deposits and recording transactions in a timely manner, and preparing checks.
- Conduct monthly account reconciliation and adjustments and assist with fiscal/grant year end closeout.
- Ensure that adequate financial procedures are in place for appropriate utilization of SCRC funds.
- Ensure all records, filing system, and reports are ready for external audit and monitoring.
- Prepare voucher checks monthly for family caregivers, as directed by the Voucher Program Coordinator.
- Assist the Executive Director in preparing monthly invoices to contractors/grantors in compliance with their guidelines.
- Maintain excellent records on all expenses/income as compiled in each invoice.
- Assist the Executive Director in preparing annual budget for the Board of Directors and assist when revisions during the year are needed for the Board's consideration.
- Prepare monthly financial and program reports, disseminate and collect surveys and enter demographic data about family caregivers.
- Assist with tracking of grantors, donors, friends, in-kind gifts, etc.
- Perform tasks to ensure objectives/activities of grants/contracts are complete in specified timeframes to meet contractual obligations. Provide administrative support for state/regional committees.
- Provide administrative support to agency in a professional manner.
- Perform other duties as may be required.

Qualifications:

Required:

- Associates Degree in accounting or related field, or at least 4 years of experience in a similar position with adequate experience with financial procedures.
- Understanding of or experience working with grant-funded non-profit agencies.
- Comprehensive understanding of basic accounting principles.
- Proficient and experienced with QuickBooks and Excel software.

Preferred:

- Experience with family caregivers, parents or others caring for people with special needs, mental illness, midlife illness, aging issues and dementia care.

Compensation and Benefits

Salary: \$31,200-37,440 annually, Health Insurance Allowance, Paid Annual Holidays and Paid Time Off

Send Cover Letter, Resume and 3 professional references with email and phone numbers to: Kathy Mayfield-Smith at: kathy@screspitcoalition.org

SCRC is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.