

Position Title: Administrative and Financial Coordinator



Date: July 2018

FLSA Status: Non-exempt
Reports To: Executive Director

Position Summary:

The Administrative and Financial Coordinator coordinates and provides administrative support to the Executive Director and manages day-to-day coalition operations. Manages various coalition programs, communications, and provides essential fundraising and financial management support. The position will handle a wide range of administrative support related tasks and works independently in many areas while being proactive, resourceful and efficient, with a high level of professionalism.

Qualifications:

- Bachelor's degree
- Minimum 2 years of relative administrative experience
- Association or committee coordination experience
- Bookkeeping experience helpful

Essential Functions

1. Administrative Support to Executive Director and Board
 - Plan and schedule meetings and appointments for Executive Director
 - Arrange travel and accommodations as required for Executive Director and staff
 - Track, monitor, and prioritize task and projects
 - Assist in drafting and editing letters, grants, articles, public statements, and presentations
 - Coordinate and manage Board of Directors, meetings, and paperwork
2. Office Coordination and Bookkeeping
 - Organize and maintain all filing systems both paper and electronic to include personnel files, financial files, donor files
 - Manage all communication and work required with outside vendors, building manager, information technology contractor, website contractor, telephone and internet service company
 - Manage and maintain office equipment and supplies as needed
 - Collect staff timesheets and submit to payroll company
 - Pay organization bills, generate invoices and accept checks, make deposits to bank
3. Committee & Program Coordination
 - Coordinate and manage membership, membership communications, and membership lists
 - Coordinate and manage meetings including scheduling and set-up of in-person, video, and teleconference meetings
 - Responsible for communications including emails, periodic newsletters, social media, and webpage and website information
4. Development and Donor Relations
 - Manage contributions from individual donors, companies, foundations, and other grantors
 - Generate thank you letters, contribution statements, and reports
 - Support grant research and applications
 - Manage grant reporting and deadlines
 - Manage coalition membership, yearly membership drive, membership communications

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Knowledge and Skills:

- Excellent interpersonal and communication skills
- Utilization of audio-visual equipment, computer and appropriate standard software packages
- Must have excellent attention to detail, time management, and organizational skills
- Ability to follow through on assigned tasks with limited supervision

Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Maintain a high level of knowledge of the organization on a continual basis.

Authority and Accountability

Accountable to the Executive Director. Employee has the authority to carry out work performance objectives agreed upon with the Executive Director. Objectives are outlined annually and reported/reviewed at least quarterly.

Supervisory Responsibility

There are no supervisory responsibilities.

Language Skills

Strong ability to read documents relative to all business functions of the organization and to effectively compose and edit correspondence with proper spelling and punctuation. Bilingual a plus, but not required.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carry them out.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, Access, PowerPoint, etc.), Internet and Outlook. Experience with AV equipment for presentations maybe required from time to time.

Certificates, Licenses, Registrations

Current driver license required. Employees who use privately owned vehicles for business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver license, vehicle registration, personal and public liability insurance which meets state and organizational requirements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is

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frequently required to use hands to finger, handle or feel and reach with arms and hands. Occasional physical effort required to lift boxes of supplies or equipment; stooping, bending and reaching when stacking boxes and supplies.

This position is an office position. Physical demands are normal to office duties. The position may require you to be subjected to outside environments that include heat, cold, rain, snow, ice, humidity, noise, traffic conditions, and uneven surfaces from time to time to attend meetings or events.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials, and be able to visually see to drive a vehicle
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, and operate a vehicle
- Sit – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Keying – ability to type using a keyboard or 10-key
- Carrying –
 - documents, paperwork often up to 10 lbs - regularly
 - other office supplies from 25 to 30 lbs - occasionally

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside an office or building but on occasion may be held outside. While performing the duties of this job, the employee is occasionally exposed to dirt, dust, heat, cold, wind, noise, rain, snow. Customarily this position requires travel within Reno/Sparks. Evening and weekend hours rarely required.

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type, operate a vehicle, and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

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This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the organization to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The organization will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the organization undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date