



Finance & Administrative Coordinator JOB DESCRIPTION

Position: Finance & Administrative Coordinator

Reports to: Director of Finance & Administration

Summary/Description: The Finance & Administrative Coordinator supports the organization's financial operations by monitoring revenue, expenses, and payments. This role will support strategic business planning and reporting activities. The Finance & Administrative Coordinator will work closely with the Office Manager and Director of HR & Culture, performing operational duties to ensure that the office is run efficiently and effectively. This position has ample opportunity for growth.

Responsibilities: The responsibilities of the Finance & Administrative Coordinator include but are not limited to:

Accounts Payable and Accounts Receivable: Oversee the daily, weekly, monthly and annual processes for accounts payable and receivable. Process invoices and receipts in a timely and organized manner so that RHI's relationships remain in good standing and can be easily reported on. Communicate in a clear and professional manner with staff on financial requests and inquiries.

Accounts Payable / Expenses

- Ensure that invoices, stipends, receipts, and statements are properly coded, allocated and routed for approval in Beanworks and imported into Quickbooks (QBO)
- Download and record bank account and credit card activity and transfer data to QBO
- Manage bi-weekly check cutting and signing
- Oversee petty cash; reconcile and replenish account; ensure timely entry into QBO
- Process staff reimbursements bi-weekly and enter into QBO
- Generate bi-weekly financial reports (e.g., A/R report)
- Manage relationships and contracts with vendors and consultants
- Ensure that all consultants have completed and signed the W9 form before their initial invoice is submitted.
- Monitor the finance@ email account
- Responsible for obtaining missing receipts for monthly credit card reconciliation

Accounts Receivable / Donations

- Work with Development team to process incoming checks and award letters (code, e-file, enter into QBO)
- Make bank deposits and e-file receipts on a weekly basis
- Download online donations and enter into QBO monthly

- Handle payments and security deposits from space rentals, record revenue and reconcile account in QBO
- Create invoices as needed and enter into QBO
- Generate A/R reports; follow up with entities to receive outstanding late payments as appropriate
- Reconcile income in Quickbooks and Salesforce databases monthly
- Work closely with farm team to support systems for collecting and recording cash payments at weekly farmers markets

Government Contracts: Handle administrative and compliance components of government contracts to keep RHI in good standing

- Support Director of Development in securing documents required to apply for government grants and to register contracts
- Monitor contract compliance and coordinate with government agencies as necessary on issues such as audits, building code or insurance requirements
- Ensure that partner organizations or subgrantees complete required paperwork in a timely fashion
- Work with program staff to ensure timely submission of workscope items such as attendance and participation data
- Support Director of Finance & Administration in creating and submitting reports/invoices/vouchers for reimbursement and entering receivables into QBO
- Secure and submit background clearance materials to appropriate agencies to ensure staff are approved to work directly with youth on funded grants
- Attend relevant meetings, conferences, trainings and workshops

Office Administration: Provide customer-service-oriented support to operations team and by extension full staff. Work closely with Director of HR & Culture on projects as assigned; examples could include:

- Researching and administering benefits
- Running ADP and PTO reports
- Researching options for office outings
- Backing up the Office Manager and Receptionist to troubleshoot IT challenges

Additional duties as required

Skills, Knowledge and Competencies:

- Strong customer/client service and communications skills
- Excellent organizational skills; demonstrated ability to follow tasks through to completion
- Self-starter; ability to work independently
- Multi-tasker; capable of working on multiple projects at one time, often under pressure
- Ability to keep accurate records and statistics
- Ability to be discreet when handling confidential information
- Attention to detail and a conscientious attitude

Qualifications:

- High School diploma or HSE; preference for college courses in accounting or administration
- Excel, Quickbooks and/or Salesforce experience preferred
- One to two years of operational/financial experience, preferably in a nonprofit environment
- Involvement and familiarity with Red Hook community preferred

TO APPLY: Send a resume and cover letter to apply@rhicenter.org with “Finance & Administrative Coordinator” in the subject line.