

Administration & Finance Coordinator Job Description Part-time (20-25 hrs/week), Salaried, Exempt Position

General Summary: The Administration & Finance Coordinator is primarily responsible for human resource and financial administrative duties and other office duties as assigned. Reports to the Executive Director.

Qualifications: Must have excellent customer service, written, oral, and interpersonal communication skills. Experience in payroll, budgeting, HR, grants, bookkeeping, and general office work is required. Associates degree or higher in finance, human resources or related field preferred. Knowledge and experience with Microsoft office, nonprofit accounting & fundraising, QuickBooks, Giftworks, social and other media preferred. Individual must possess strong organizational skills with attention to detail, be able to multi-task, thrive in a fast pace work environment, and be flexible with work hours.

Principle Duties and Responsibilities

General responsibilities will include, but are not limited to:

Human Resources

- Meet with new hires to complete HR paperwork, process background checks, set up direct deposit, benefit enrollment packets, and complete mandatory reporter training
- Maintain personnel files and track training/certification completed or needed
- Assist in updating agency applications and handbooks
- Update job descriptions for board and staff, including committee duties

Bookkeeping/Financials

- Assist with budget projections and tracking income & expenses
- Prepare monthly financial documents for finance committee and board meetings
- Complete year end documents and reporting including retirement plan, W-2s, 1099s, and 990
- Process grant & DHS reimbursements
- Back-up and support for Executive Assistant duties including snack reporting, monthly reconciliations, bill and other payments, entering receipts, weekly deposits, issuing payroll checks, and program invoicing

Payroll

- Collect and calculate monthly timesheets and mileage forms for site and office staff
- Create annual timesheets for office staff
- Maintain payroll tracking worksheet
- Process monthly retirement deferrals
- Process monthly, quarterly, and annual state and federal taxes
- Email or print check stubs for each employee

General Office

- Filing, daily mail, data entry, board reports, newsletters, tax exempt status forms, contact lists, track insurance policies & forms, mailings, ordering and managing office supplies & stationary
- Inventory new equipment and track all assets
- Manage rentals of our community center
- Assist visitors and people who call for services

Program Administration

- Assist with attendance, reporting, assessment, surveys, evaluation, registration, program materials, communications, guides & handbooks,
- Compile & maintain all pertinent grant information, data, details, and back-up, including community partners and their roles, receipts, budgets, reporting requirements/documents, and proof of fulfillment
- Maintain student and parent databases/rosters, establish protocols for ensuring accurate information is on file and at sites; communicate regularly with parents to obtain and update information
- Assist with partner agreements, MOUs, and insurance certificates

Event Planning & Coordination

- Assist with communication with outside vendors, including caterers, designers, printers, photographers, media, and venue managers
- Assist with invitations, registrations, and RSVPs for Lunch & Learns & Legacy of Learning Annual Fundraiser, Ice Golf Classic, Family Events, and others as needed
- Maintain participant lists and assist in coordinating Apples for Students and Sponsor Angels

Donations/Fundraising

- Process and track online giving (PayPal, auto withdrawals)
- Maintain database for individual student sponsorships, in-kind donations for programs and events
- Manage all aspects of Giftworks, including set up and track donors, grants and donations, thank you letters, reports and other tracking tools such as grant analysis worksheet

St. Mark Involvement

- Obtain a working knowledge of all grants and funding streams
- Identify with and share the mission, vision, goals, and core values of St. Mark in a constructive manner
- Participate in St. Mark all staff and team meetings
- Assist with St. Mark special events and fundraisers including Legacy of Learning, Apples for Students, Music In Jackson Park, Sponsor Angels and Ice Golf
- Follow the St. Mark Employee policy handbook requirements
- Contribute to a welcoming, inclusive, engaging, solutions-oriented and strengths-based environment

And any other duties assigned by the Associate Director and/or Executive Director

To apply, please submit a resume and cover letter to Dawn Cogan at St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA 52001 or dcogan@stmarkyouthenrichment.org by April 12th, 2015. If you have questions about this position, please contact Dawn at 563-582-6211 ext. 100.