

Job Title: Administrative Coordinator

Status: Full-Time

Salary: \$25.00 per hour

Reports to: Executive Director

Position Summary

The Administrative Coordinator provides essential administrative and clerical support to ensure the smooth operation of the organization with a strong focus on bookkeeping. This position plays a key role in managing daily office activities, assisting in the implementation of organizational procedures and policies demonstrating discretion and integrity in handling sensitive or confidential information. The Administrative Coordinator is detailed oriented, organized, and committed to supporting the mission and values of the organization, serving as a central point of contact, fostering a productive and organized workplace. Demonstrates excellent verbal and written communication skills, self-motivation, ability to multitask, work towards deadlines efficiently and anticipates the next step without direction.

Key Responsibilities

Bookkeeping Support:

- The primary responsibility of the coordinator is to execute QuickBooks Online software to track all revenue and expenses entering daily transactions
- Maintain and track grant awards and spending per grant stipulations and agreements
- Manages monthly employee credit card and receipt procedures
- Tracks and supports sponsorship efforts for fundraisers
- Pays utilities, property taxes, operational, grant expenditures, and insurance making sure they are accurate and paid in a timely manner
- Prepares monthly financial reports for the Executive Director & Board Treasurer
- Performs monthly reconciliation for bank and credit card accounts, GiveButter, EFT, and PayPal donation processing accounts
- Assists with yearly budgeting
- Assists Board Treasurer with any regulatory compliance or requests related to the annual audit.
- Assists with maintaining on-site monthly and yearly accounting records in compliance with any organization Cash Policies or Retention Policies.
- Record and track all incoming donations, grants, and recovery funds on a weekly basis making certain that all monetary contributions are properly documented and secured until deposited.
- Maintain accurate financial logs assisting with regulatory compliance or requests related to the annual audit.

Payroll:

- Onboards new employees with payroll forms and policies coordinating orientation.
- Prepares and submits weekly payroll reports to our payroll processor
- Communicates with payroll office any employee changes
- Maintains payroll records and employee files with confidentiality

Operations Support:

- Oversee and manage daily office operations, demonstrate strong time management
- Handles correspondence, maintains office and supplies inventory
- Keeps correspondence and files up to date and in order.
- Ensures that insurance on property for staff, directors and vehicles is compliant
- Registers vehicles and title transfers

Scheduling and Coordination:

- Overseeing all communication regarding inquiries about Front Porch rentals, making sure the building calendar is up to date, contracts signed, and payment received

Communication:

- Serve as the primary point of contact for internal and external inquiries, answer direct phone calls and emails in a professional and timely manner.
- Responsible for newsletter printing and distribution.

Team Collaboration:

- Supports marketing and donor communication efforts
- Attending meetings, speaking engagements, conferences, fundraisers for the development and growth of the ministry
- Promotes a positive atmosphere among staff and the importance of teamwork and collaboration
- Assists the Executive Director as needed

Work location: Candidates must be able to work from our South Street Ministries office located at 798 Grant St., Akron, OH 44311.