

JOB POSTING

Part-time Finance & Operations Administrator

The Finance & Operations Administrator will be responsible for engaging in activities related to finance, business planning and budgeting, human resources, administration, operations/facilities and IT. The Finance & Operations Administrator will report to the Assistant Director.

Accounting

- Maintain (and develop if necessary) financial record keeping and reporting systems
- Ensure that all general ledger accounts are reconciled on a monthly basis
- Prepare monthly closing general ledger entries
- Monitor cash flow
- Prepare and file tax forms including 1099s
- Perform retirement plan tests, prepare and file plan related forms and reports, distribute and track plan notices
- Reconcile bank and investment accounts, follow-up on any unusual or outstanding items, and prepares related journal entries
- Prepare and submit invoices
- Record payroll
- Prepare and submit payables, including entries into QuickBooks
- Monitor and follow-up on receivables that have been outstanding for unusually long periods of time
- Oversee all financial, project/program and grants allocations in collaboration with leadership
- Assist in reviewing and updating accounting related policies and procedures

Financial Reporting/Audits

- Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
- Review 941/UT 6 reports for accuracy and work with payroll vendor to correct any errors
- Assist with annual Worker's Compensation audits
- Prepare financial reports in an accurate and timely manner
- Prepare monthly and annual financial statements
- Assist with preparation of external annual audit and funder audits

Grants Management

- Prepare and submit invoices to funders on a timely basis
- Prepare financial reports for funders on a timely basis

- Track and communicate with relevant staff regarding grant timelines

Human Resources

- Submit payroll to payroll company and review payroll reports
- Manage employee leave according to policies
- Implement human resources policies
- Maintain HR files, create files for new employees, conduct regular HR file audits
- Assist with seeking, hiring and onboarding new staff as needed
- Assist in preparation of employee benefit applications/renewals
- Process and/or submit employee benefit enrollment forms, calculate and implement benefit withholding amounts
- Assist in ensuring compliance with legal/regulatory notice postings and distribution

Technology

- Serves as primary liaison with IT network providers, VoIP providers, managed print services vendors, software vendors and other equipment vendors.
- Ensure that all computer and office equipment and software is properly inventoried and maintained, including the installation of updates and general maintenance
- Purchase software/hardware as needed

Operations/Facilities

- Maintain organizational insurance schedules
- Complete applications for and ensures compliance with requirements of General Liability, Commercial and Professional Liability, Worker's Compensation, Directors & Officers, Non-Hired/Automobile, and Windstorm insurance policies
- Track and timely submit all necessary documentation to maintain corporate and non-profit status
- Serve as the primary liaison for all building related matters

WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

QUALIFICATIONS & EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Minimum of a B.A., accounting and/or finance related degree preferred
- At least 5+ years of overall professional experience – preferably broad financial and operations management experience, including specifically non-profit bookkeeping, accounting procedures and financial statements
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area in a non-profit organization, and has preferably overseen a human resources function previously
- A track record in grants management

Skills & Proficiencies

- Highly skilled in QuickBooks accounting and reporting software and all aspects of Microsoft Office
- Ability to translate financial concepts to colleagues who do not have finance backgrounds
- Ability to collaborate effectively with program staff
- Technology savvy with experience maintaining and troubleshooting hardware, selecting and overseeing software installations and managing relationships with vendors

Personal Qualities & Competencies

- A successful track record in setting priorities; keen analytic, organizational and problem solving skills which support and enable sound decision making
- A multitasker with the ability to wear many hats in a dynamic environment with a small staff
- Proactive, self-starter capable of functioning independently without a significant oversight or direction
- Highly detail-oriented; reviews work prior to submitting; accepts and incorporates feedback
- Solid written and verbal communication skills, ability to pay attention to detail and maintain confidentiality, strong interpersonal skills and commitment to working with a diverse staff are essential to successfully carry out the duties of this position
- Personal qualities of integrity, credibility, and dedication to the mission of Florida Foster Care Review
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

COMPENSATION & BENEFITS

- Part-time (24 hours/week)
- Compensation commensurate with experience
- Reports to the Assistant Director
- Not eligible for employer-paid benefits; however, may participate in employer's group health/dental/vision plan after probationary period
- Schedule to be mutually determined
- Work location: Children's Courthouse - 155 NW 3rd Street, Miami, FL
- Parking in covered garage near office provided

Florida Foster Care Review embraces equal employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, immigration/citizenship status, disability, and/or protected veteran status.