



Open Part-Time Position at Farrington Cares

Farrington Cares, Inc. (501(c)3 since 1990)

<https://farringtoncares.org>

Position Description: Administrative Coordinator

Applications will be accepted until 30 January 2021 (or until the position is filled)

Position Highlights

The Administrative Coordinator is a part time (20 hours/week) employee, reporting to the Executive Director, and responsible for a portfolio that includes both bookkeeping, database management and communication functions for Farrington Cares. The Administrative Coordinator maintains all financial records, documentation required for grants, ensuring that revenues and expenditures are properly recorded and documented in a manner consistent with adopted fiscal policies and supports the Board Treasurer. The Administrative Coordinator coordinates Farrington Cares communication and helps manage the facility.

Bookkeeping and Database

Perform all bookkeeping duties with Quickbooks Online, including making journal and ledger entries, AP/AR processing, completing bank reconciliations and monthly closeout and financial reporting. Maintain database of residents, volunteers, program and donor activity. Duties include, but are not limited to:

- Assist in development of annual budget.
- Perform payroll with a payroll program and pay vendors
- Complete reporting required for grant compliance and government funding
- Maintain accurate fiscal records
- Provide documentation as needed for annual reviews and tax preparation
- Serve as primary staff for the Finance Committee and the Treasurer of the Board.

Communications

- Coordinate articles for the monthly newsletter using Word
- Collaborate with the webmaster for accurate and current web presence using WordPress and Google calendar
- Manage database of donors and volunteers using a cloud based program
- Create and send emails to the community using Constant Contact
- Create and send invitations or surveys (as needed) using Constant Contact

Office & Facilities Management

- Maintain office equipment (phones, copier, etc.)
- Contract outside vendors as necessary for facilities maintenance and repair
- Update, document and maintain office policies and procedures to ensure compliance with organization's fiscal policies and professional business practice
- Manage organization's administrative record keeping
- Perform other related duties assigned by the Executive Director.

An excellent candidate will possess the following qualifications:

- Minimum of three years in similar role, including responsibility for bookkeeping, administrative support, and managing communication venues
- Expert knowledge of QuickBooks and Microsoft Office programs
- High level of organizational and multi-tasking skills
- Excellent interpersonal skills, including high comfort level in dealing with a diverse mixture of people, including clients, staff, donors, volunteers
- Excellent written and oral communications skills
- Self-starter, highly motivated, compassionate and resourceful,
- Self-starter, highly motivated, compassionate, and resourceful
- Flexible, team-oriented multi-tasker, comfortable with fast-paced, changing environment
- Bachelor's degree in business, non-profit fiscal management, accounting, or similar preferred; commensurate experience accepted.

Please send a cover letter via email to info@fearingtoncares.org and attach a short resume or bio outlining your skill set and employment history to help us understand why you are uniquely qualified to join this dynamic team. Salary range is \$18-21/hour. Please include a phone number where we may contact you.