



## Financial and Administrative Coordinator

New Paltz | Full-Time

**About the Coalition:** The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is headquartered in New Paltz, with offices in Amityville and Ithaca, as well as a small satellite office in Pomona.

**Position Description:** The Financial and Administrative Coordinator is the key point person for financial administration and provides essential administrative support for the organization's operations. The successful candidate will be responsible for financial management, budgeting, contract management and administrative support. The position reports to the Executive Director, and works closely with the Director of Operations and Development.

### Duties and Responsibilities:

#### ADMINISTRATIVE

- Coordinate general office management, to include processing of incoming mail, ordering and maintaining inventory of supplies.
- Provide administrative support for the Executive Director and development activities as assigned and requested.
- Coordinate logistics of meetings of the Board of Directors and the Advisory Committee.
- Review bi-monthly staff time reports and enter info (hours, paid time off used) into online payroll processing software.
- Serve a primary point of contact for and manage agency's property, liability and directors and officers policies.
- Working with the Director of Operations and Development, manage the agency's workmen's compensation, disability, paid family leave and unemployment insurance policies.
- Serve as primary contact with building management.

#### FINANCIAL MANAGEMENT

- Lead the administration and use of the organization's financial accounting software (Quickbooks Online). Communicate conventions such as chart of accounts, sub-accounts and classes. Enter and modify organization budget in Quickbooks as necessary.

- Work with Executive Director on the annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Analyze and present financial reports in an accurate and timely manner.
- Working with the Executive Director, manage organizational cash flow and forecasting.
- Coordinate and lead the annual audit process, liaise with external auditors, the Executive Director and Treasurer; assess any changes necessary.
- Suggest, update and implement all necessary business policies and accounting practices; institute financial and internal control policies in conjunction with the Executive Director. Work with and train other staff as needed to ensure consistency and accuracy.
- On a monthly basis, reconcile organizational checking and savings accounts. Submit reconciliation reports to Executive Director for approval and to Treasurer for review.
- Record and monitor accounts receivables.
- Manage accounts payable. Monitor for accuracy. Recommend ways to cut costs.
- Effectively communicate and present critical financial matters to Executive Director.
- Maintain Square, the online credit card processor used by the Coalition, and provide reports on deposits to relevant staff as needed.

## **CONTRACT MANAGEMENT**

- Serve as primary contact person for financial administration of government contracts.
- Oversee and lead annual contract budgeting and planning process in conjunction with the Executive Director and program leadership; administer and review budgets; monitor progress and changes; and keep leadership team abreast of contract status. Project need for budget modifications and spending adjustment requests. Submit and follow through as appropriate.
- Lead quarterly and end of year contract and grant reporting, setting internal deadlines and coordinating outcome and narrative reporting with program leadership to ensure timely submission of reports.
- Ensure that the contract billing and collection schedule is adhered to, that the Coalition maximizes available contract funds and ensures cash flow is steady and can support operational requirements.

## **OTHER**

- Assist in staffing the organization's Help Line. Provide prompt answers, advice and referrals to parents, professionals and relatives on the phone and via email. Refer to AGAPE Program Directors and Case managers when appropriate.
- Participate as part of the conference planning team. Suggest content, speakers and improvement to conference operations. Assist with staffing at the conference.
- Assist with or coordinate other agency activities as needed.
- Participate in team meetings and strategize with other staff and volunteers on way to expand services and best support families and professionals.
- Assist, on a rotating basis, with the Coalition's 24/7 HelpLine. Conduct intake, provide information and refer to appropriate services or program as indicated.
- Other duties as assigned.

**Qualifications:** The Coalition seeks an individual with demonstrated financial management and administrative experience. Related experience in the non-profit sector, especially financial and contract management preferred. Skilled creative thinker and problem-solver with a positive outlook, attention to detail and a desire to work collaboratively with others. An appreciation of a client or customer-focused approach to service is also required. Specifically:

- Related degree in financial management or accounting, or demonstrated practical experience.
- Experience with responsibility for the quality and content of all financial data, reporting and audit coordination.
- Ability to translate financial concepts to – and to effectively collaborate with – colleagues who do not necessarily have finance backgrounds.

The selected individual must be able to work flexibly as part of a small team in a growing environment. Position requires facility with and experience in common software, including Microsoft Office (particularly Excel), Filemaker and Quickbooks. Experience with the state Grants Gateway and Contract Management Systems a plus.

Familiarity and/or experience with child welfare, foster care, adoption and kinship care preferred. Commitment to the organization's mission, goals and standards required.