**Job Title:** Finance Administrator  
**Reports To:** Director of Member Services and Finance **Hours:** .80 FTE with benefits

**FLSA Status:** Non-Exempt **Date:** 7-20-2020

**About the Family Resource Center Association (FRCA):**

Our mission is to strengthen families through partnership and collaboration. FRCA is committed to strengthening families! We connect our Member Centers to funding opportunities, advocacy, data reporting and evaluation, training, and partnerships and collaborations across Colorado, enabling them to serve more families with the resources they need to thrive.

**Working Relationships**

Internal Relationships: FRCA Staff and Board Members

External Relationships: Family Resource Center Directors and Staff, donors, FRCA stakeholders & funders

**General Position Description**

The Finance Administrator conducts the day-to-day financial and administrative activities of the Association. The Finance Administrator reports directly to the Director of Member Services and Finance.

General description (for posting)

* Responsible for day-to-day general accounting and bookkeeping functions.
* Ensure that transactions are recorded in the correct accounts, classes, and periods.
* Responsible for payroll and benefit administration processed through external vendors.
* Complete monthly expense coding and reconciliation for credit cards.
* Complete monthly reimbursement grant coding and invoicing (government contracts).
* Serve as primary IT liaison between staff and external IT service provider. Ensure IT infrastructure is always operating.
* Take and prepare minutes at monthly Finance Committee.
* Assist in preparation of annual audit requirements.
* Assist with some general office-related activities (office supply ordering, etc.).
* Assist with administrative duties as needed (tech support for web-based trainings, etc.).
* Serve as emergency and non-emergency back-up support for Director of Member Service and Finance.

**Essential Duties and Responsibilities**

**Finance**

With the support and oversight of the Director of Member Service and Finance,

• Monitor all grant budgets and grant-related financial information, including monthly submissions of reimbursement requests

• Work with external controller to close out financials monthly

* Work with the external auditor to coordinate annual financial audit
* Enhance existing accounting processes and maintain accounting policy documents
* Assist with the annual budget planning process

**Payroll**

* Responsible for collecting timesheets and allocating staff time to funding streams
* Set up direct deposits, benefit withholdings, payroll deductions and garnishments, federal and state payroll taxes in on-line payroll system
* Issue W-2’s and 1099’s
* Wage and hour law compliance
* Manage paid vacation and paid sick leave accruals

**Administration**

* Serve as primary IT liaison between staff and external IT service provider. Ensure IT infrastructure is always operating
* Serve as main liaison with vendors
* Serve as main contact person around office space
* Assist with mail merges for official communications with Member Centers
* Assist with purchasing office supplies, ordering catering, meeting logistics and other administrative duties as necessary

**Qualifications**

* Strong computer skills, familiarity with Microsoft Office, Word, Excel, Outlook, PowerPoint, Mail Merges, QuickBooks Nonprofit Edition
* Ability to independently manage multiple tasks and projects and to assess and change priorities based upon agency needs
* Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
* Excellent written, oral, and interpersonal communication skills
* Conscientious and well organized
* Self-starter, comfortable with taking the initiative
* 2-3 years’ experience with accounting or bookkeeping, preferably in a nonprofit setting
* College degree preferred, high school or GED degree required

**Work Schedule and Compensation**

* This position is currently part time, 32 hours per week. This position may be full time in the future.
* This position is mostly in office and partially remote, due to the COVID-19 pandemic. When restrictions are lifted, the position may shift to in-office for the majority of the time.
* Salary Range: $22-$24/hour depending on experience (non-exempt/hourly).
* FRCA hours are Monday-Friday 8:00 a.m. – 4:00 p.m. or 9:00 a.m. – 5:00 p.m. Occasional weekend/evening hours are required. This position has some limited flexibility as to which days per week will be worked.
* FRCA offers a generous benefit package, including:
  + 100% paid health coverage (medical, dental, vision) for our employees after 90 days of successful employment. FRCA will cover 50% of health coverage for spouse and dependents.
  + Aflac – An optional supplemental insurance policy in addition to the health benefit plan. FRCA will cover half of the cost, up to $25 per month of this benefit for employees.
  + Short term disability available after 90 days of successful employment.
  + Eight paid vacation days during the first year of employment. Employees begin accruing vacation and sick time on their first day.
  + Two floating holidays at the time of hire. These are paid days off in lieu of having to use vacation or sick time.
  + Simple IRA retirement plan with a 3% employer match, eligibility begins January 1, 2021.
  + $25 monthly self-care reimbursement.
  + Telecommuting agreement (e.g. working remotely, working from home), or flexible schedule agreement (e.g. working hours different from the regular schedule) will be considered for employees who are regular status after 90 days from date of hire.

**Hiring**

FRCA is an Equal Opportunity Employer. We are dedicated to diversity and strongly encourage all individuals to apply.

To apply, please send a **cover letter and resume** to [info@cofamilycenters.org](mailto:info@cofamilycenters.org) with “Finance Administrator” in the subject line. Position open until filled – please respond promptly.