

Job Description
Accounting & Administrative Coordinator

| | | | |
|-------------|---|-----------------|-------------------------------------|
| Job Title: | Accounting & Administrative Coordinator | Status: | Regular, Full-Time |
| Reports To: | Director of Finance & Administration | Salary Range: | \$20.00-\$22.50 per hour DOE/DOQ |
| Program: | Administration | Classification: | Non-Exempt |

The Mockingbird Society™ is an advocacy organization that thinks holistically, creatively and passionately about meeting society’s obligations to children and youth who need out-of-home care – those who must leave family homes that cannot or do not provide adequate care. The young people we serve often move through a variety of living situations, including foster homes, kinship care, and different manifestations of youth homelessness. Our work is to ensure that the systems of care that serve these young people provide the services that are needed, with the standard of excellence that all children deserve. Our advocacy is rooted in the direct experience and voice of young people who have experienced foster care and youth homelessness.

POSITION SUMMARY

The Accounting & Administrative Coordinator, under the direction of, and in collaboration with the Director of Finance and Administration, is responsible for all day-to-day accounting processes, including cash receipts, accounts payable, payroll, journal entries, bank and credit card reconciliations, and general ledger account reconciliations. The Accounting & Administrative Coordinator is also responsible for carrying out day-to-day office operations, and, with the Executive Assistant, will provide coaching and guidance to youth team members who are working on skill-building in the administrative realm. The successful candidate will be an accounting and administrative enthusiast, and will be highly organized, analytical, detail-oriented, able to juggle multiple priorities, and work both independently and as a member of a team.

ESSENTIAL RESPONSIBILITIES

Accounting (50%)

- Under the direction of the Director of Finance and Administration, carry out daily/weekly/monthly accounting activities:
 - Accounts payable, cash receipts, and credit card transactions.
 - Bank and credit card reconciliations.
 - Process semi-monthly payroll.
 - Invoicing for grants and program service fees.
 - Journal entries.
 - Month-end closing procedure.
 - Monthly and quarterly general ledger account reconciliations.
 - Maintain accounting and financial files.
- Assist with financial reporting as requested.

- Assist with budget and audit preparation as requested.
- Other duties as assigned.

Office Coordination (50%)

- Maintain and replenish office supply inventory.
- Oversee and coordinate maintenance of leased office equipment.
- Coordinate incoming and outgoing mail, packages, and deliveries.
- Assist the Director of Finance and Administration with HR duties as requested (posting job announcements, scheduling interviews, background checks, new staff onboarding, etc.)
- Assist with facility management tasks and coordinate with building manager and service vendors as needed.
- Order and track organization's ORCA cards, keys, and keycards.
- Support TMS job skill development efforts; provide support and guidance to TMS youth staff on administrative tasks.
- Oversee receptionist(s) and maintain reception schedule; provide phone coverage as needed.
- Support the Executive Assistant with meeting scheduling and logistics, and other administrative tasks, as requested.
- Provide administrative support to the Director of Finance & Administration as requested.
- Other duties as assigned.

QUALIFICATIONS & DESIRED ATTRIBUTES

- AA degree in accounting or related discipline, or a comparable combination of education and experience. Bachelor's degree or equivalent experience is preferred.
- A minimum of 3 years' experience in bookkeeping and accounting is required, including account analysis and reconciliations.
- Experience in, and a solid understanding of, accounting for nonprofit organizations is strongly preferred.
- Must be highly organized, analytical, detail-oriented, and able to multitask, meet deadlines, balance priorities, and follow through on assigned tasks to completion.
- Experience with QuickBooks is preferred.
- Strong data entry skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal and relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders.
- Proven relationship-building, coaching, and mentoring skills with youth and young adults.
- Experience with, and/or commitment to having, race equity, social justice, and cultural competence be a workplace priority.
- Proficiency in the Microsoft Office suite (Excel, Word, PowerPoint).

OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.

- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional local travel, as needed.

COMPENSATION

The approved salary range for this position is between \$20 and \$22.50 per hour, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, sick leave, annual holidays, and a SIMPLE IRA retirement plan with employer match.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with "Accounting & Administrative Coordinator" in the subject line. No calls please. Position is open until filled; priority consideration will be given to applications received by January 22, 2018.