



## HUMBOLDT AREA FOUNDATION Finance & Administration Coordinator

### Job Summary October 2021

Location:	Bayside, CA
Reports to:	Director of Finance and Administration
Department:	Finance and Administration
Time Commitment:	40 hours/week; 8:30a-5:00p with some flexibility, occasional evenings, weekends, overtime
Status:	Regular, Non-exempt
Market Wage:	\$21.25/hour
Hiring Range:	\$17.00-\$19.00/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time
Application Deadline:	<b>This position will remain open until filled, but priority consideration will be given to those who apply by 8am on December 20, 2021</b>

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#### About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

#### About the Opportunity

As the Finance and Administration Coordinator you will be responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the department. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight

and a high level of independence. You will be able to prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization.

Essential functions of the position include providing customer service support to vendors, staff and grantees. This includes managing accounts payable: Reconciling invoices to statements, investigating differences and payment processing. The Finance and Administration Coordinator also proofs and processes grants and scholarships payments, maintains and files records of all transactions and can readily pull information for audit purposes. This position has the primary responsibility for entering gifts into accounting system, and generating receipt letters. The FADMN Coordinator produces high quality, detailed work based on guidelines, standards and established procedures. You will create and maintain procedures for these essential functions and cross train others in the department for back-up.

This position is a full participant in working with the FADMN Team to fulfill HAF's mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities," and to practice organizational values of community, empathy, and equity.

### **Ideal Candidate**

Are you a detail oriented person, who loves numbers and spreadsheets? In this position you will process accounts payable across the organization ensuring invoices are paid on time. The accounts payable process includes planning and scheduling check signers weekly, collecting information from vendors and grantees for 1099's, filing and maintaining reports and organizing files. As the Finance & Administrative Coordinator you will manage monthly org-wide credit card reconciliation, compilation and payments. You will also collaborate with the Finance & Administration team to compile records for the annual audit, answering auditor questions concerning Accounts Payable, Grants Payable and Gifts.

You will assist our Grants Department with fielding calls and questions regarding grant and scholarship payments, organize and maintain grant and scholarship payment files. You will complete grant and scholarship payments, by processing and printing checks. In assisting the Grants Department you will also partner to proof grant and scholarship payments entry into appropriate databases and when necessary work with Grants Department to process grant cancellations and reissue payments.

In this role you will enter gift receipts into our accounting database with notations for gift receipt letters and yearbook reporting on a daily basis. As part of this process you will generate Donor Acknowledgments when needed and pull Gift History Reports to ensure the monthly conversion process is completed. You will also update donor profiles in the accounting and CRM data bases, proof items entered for accuracy and generate donor and memorial lists to assist in the creation of HAF's yearbook.

We are looking for you to provide excellent customer service and support to donors and assist our Donor Engagement Team with fielding questions and concerns regarding individual gifts. You will also work with and back-up other Coordinators and/or Assistants when needed.

As the ideal candidate you will have at least three years of experience working in an administrative capacity in an office environment with the necessary knowledge, abilities, and skills needed for this position.

## Application Procedure

Please email the following two (2) documents in Word or PDF format to [jobs@hafoundation.org](mailto:jobs@hafoundation.org):

1. Resume
2. A cover letter; include the coordinator positions you are most interested in

We evaluate applicants based on how well they match the qualifications listed, so please use your cover letter as an opportunity to explain and expand upon your skills and experience in these areas. Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application. For more information about Humboldt Area Foundation, visit [www.hafoundation.org](http://www.hafoundation.org). For questions, contact Haley Clark at [haleyc@hafoundation.org](mailto:haleyc@hafoundation.org) or (707) 442-2993, ext. 376.

*Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.*

*Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.*