



FINANCE AND ADMINISTRATION COORDINATOR
JOB DESCRIPTION
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

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.

Job Description Summary

The Finance and Administration Coordinator is 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. This individual 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. They proof, maintain and file records of all transactions and can readily pull information for audit purposes. This position is the primary 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. They create and maintain procedures for these essential functions and cross train others in the department on them for redundancy.

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.

Essential Functions

Accounts Payable Processing (15 hours/week)

- Process accounts payable for all entities and make sure bills are paid on time
- Foot and cross foot each invoice prior to payment and verify proper authorization
- Plans and schedules check signers weekly
- Collect information from vendors and grantees for 1099's
- File 1099 reports for all entities with IRS; send vendor copies
- File EDD reports for new contractors
- Maintain Independent Contractor Files
- Organize and maintain accounts payable files
- Monthly org-wide credit card reconciliation compilation and payment

Grant Processing (9 hours/week)

- Assist Grants Department with fielding calls and questions regarding grant and scholarship payments
- Organize and maintain grant and scholarship payment files
- Primary for all grant and scholarship payments
 - Proof grant and scholarship payments entry into database
 - Process and print physical checks
 - Mail out checks in accordance with any special handling or instructions
 - Work with Grants Department to process grant cancellations and reissues
 - Coordinate check pick-ups with Front Desk and Grants Department

Gift Receipts Processing (10 hours/week)

- Enter Gift receipts daily into accounting database with appropriate notations for gift receipt letters and yearbook reporting.
- Enter Non-Gift payments daily into accounting database with appropriate notations

- Generate Gift Receipt Letters daily
- Generate Donor Acknowledgments (usually once or twice a week on average)
- Generate “9” Fund Gift History Reports monthly and assure monthly conversion process is completed
- Update donor profiles in the accounting and CRM data bases and proof items entered for accuracy
- Generate donor list, memorial list and in honor list for the yearbook, review for accuracy, compare with backup documentation
- Assist with yearbook as requested
- Generate mail merge templates for accompanying gift receipts, make edits as necessary
- Provide customer service and support to donors, assist Donor Engagement Team with fielding questions and concerns regarding individual gifts

Other Duties (6 hours/week)

- Provide front office and mail run support as needed
- Maintains a petty cash fund and balances the fund as needed.
- Assist with pulling records for the annual audit and answering auditor questions concerning Accounts Payable, Grants Payable and Gifts
- Update and propose changes to existing procedures for new processes
- Deliver deposits or other errands as needed
- Create and maintain detailed procedures for all essential tasks of the position

Minimum Qualifications

- Three years of experience working in an administrative capacity in an office environment with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Experience working in database systems
- Proficiency with the Microsoft Office suite (Word, Excel, Outlook, Power Point, etc.)
- Performs work with a high level of accuracy and an eye for detail; is able to identify and correct mistakes in own work
- Basic knowledge of Accounting principles and rules
- Demonstrates open, transparent, and clear verbal communication skills and professional phone conduct
- Illustrates strong written communication skills including written correspondence etiquette for a business setting
- Ability to work independently, to take initiative, to participate as an effective team member
- Effective and efficient time management skills and techniques for work in a fast-paced environment. Ability to handle multiple responsibilities, set priorities and meet critical deadlines
- Proven experience providing outstanding customer service

- Performs data entry quickly and with a high level of accuracy
- Takes initiative in problem solving
- Ability to prioritize and organize workloads in order to meet project deadlines
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures

Preferred Qualifications

- Over 3 years of progressively responsible work experience in a similar occupation
- Associates or Bachelor’s degree in a related field
- Knowledgeable about nonprofit business functions
- Experience with nonprofit fund accounting
- Proficiency with database programs
- Possess a valid California driver’s license and current auto insurance.

Physical & Mental Requirements of the Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

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.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____