

ACCOUNTING/PROGRAM OPERATIONS COORDINATOR

REPORTS TO:	VICE PRESIDENT OF OPERATIONS
PRIMARY LOCATION:	METAIRIE
POSITION TYPE:	FULL TIME
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

SUMMARY

The Accounting/Program Operations Coordinator provides accounting and operations support and supports overall communications for the organization.

POSITION RESPONSIBILITIES & CORE FUNCTIONS

- Receive and open all incoming mail including any bank and credit card statements
- Overall responsibility for data entry into cash receipt log and/or platforms for payments received
- Document financial transactions of various types by entering account information data
- Prepare payments of bills and invoices by requesting disbursements and verifying documentation
- Reconcile bank and investment accounts and resolve differences
- Initiate and process journal entries into various accounts. Reconcile sub-ledgers to the general ledger and resolve differences
- Summarize financial status by collecting information and preparing balance sheet, profit and loss, account statement, and other reports
- Facilitate communication among all members of the organization including, but not limited, to voice calls, emails, messages, and other communications
- Facilitate operational procedures as directed by the Vice President of Operations or designee
- Provide administrative support to the Vice President of Operations or designee
- Coordinate organizational wide calendars; facilitate appointments and secure meeting space
- Provide support as directed for events
- Prepare documents, written communications and reports, and organizational records as directed
- Maintain strict confidentiality of all organization information
- Maintain The Center standards of quality for all services, programs, and operations
- Represent The Center as a leader in building partnerships and community relations
- Contribute to team efforts to complete all organization focuses in alignment with the strategic plan
- Fully comply with board-approved policies and corresponding procedures
- Manage special projects as requested by the CEO or President
- Conduct and/or participate in other services and priorities as directed by the CEO, President, or designee

QUALIFICATIONS

- Two (2) year degree or relevant experience required
- Minimum two (2) years of relevant experience. Education and/or experience may substitute
- Demonstrated experience with managing logistics, activities, and/or meetings and events
- Excellence organizational, interpersonal, and administrative experience with progressive responsibility
- Demonstrated communication skills, written and verbal
- Very strong, high level organization and attention to detail, skilled at managing competing priorities, and adept at working fluidly across diverse program areas
- Strong interpersonal skills and ability to work effectively with diverse groups
- Highly proficient, excellent knowledge and use of the internet, email, and applications including QuickBooks, G-Suite, Dropbox, and Microsoft Office

PHYSICAL DEMANDS/REQUIREMENT

- Unusual, flexible work hours depending on operational and programmatic needs. Evening and weekend hours may be frequent depending on time of the year or operational needs
- Participate in staff planning as scheduled, both face to face and virtual
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community

ENVIRONMENTAL CONDITIONS

- Required time in the office with frequent travel required; some travel overnight
- Must have reliable, insured private transportation
- Must pass an extensive criminal background check