



POSITION TITLE:	Finance & Administration Manager
REPORTS TO:	Chief Financial Officer
LOCATION:	On Location

Position Summary:

This role involves assisting the foundation with bookkeeping, finance, and accounting actions, managing financial records, and reporting, including accounts receivable/payable, payroll, monthly statements, fund management, and other necessary tasks.

Duties & Responsibilities (Finance):

- Compile and maintain accurate documents such as invoices and checks, verifying all business transactions.
- Code data for input into accounting software according to the Foundation's procedures
- Record accounts receivable/gift entry using FundEZ software (Training to be provided by Broward Education Foundation) and process acknowledgment letters.
- Assist in accounts payable processing by entering invoices/bills for payment into FundEZ platform.
- Prepare bank deposits.
- Assist the CFO with month-end financials and general financial statement preparation.
- Periodic account reconciliations
- Monitor accounts payable and receivable to ensure payments are up to date.
- Prepare checks, check requests, invoices, account statements, reports, and other records, reviewing for accuracy.
- Prepare & assist Foundation leadership with executing gift/donation receipts & acknowledgment letters in a timely manner.
- Assist the CFO with the annual audit and participate in the audit process.
- Maintain historical financial records and accurate donor files.
- Ensure financial policies and procedures are followed.

Duties and Responsibilities (Administrative):

- Manage the main office phone line and reception area during office hours.
- Process all incoming mail and distribute it to the appropriate staff and/or database.
- Manage and maintain the general Foundation email.
- Generate work orders as needed.
- Manage the Foundation's Conference Room calendar.
- Manage, maintain, and fulfill the office supply inventory for the Foundation.
- Manage and maintain all subscriptions and organizational memberships for the Foundation.
- Perform other responsibilities and duties as assigned.

Additional Skills, Knowledge and Abilities Required:

- Work cooperatively with the Foundation team to ensure the success of the organization's goals.
- Excellent written and verbal communication skills
- Extremely organized with a strong attention to detail
- Ability to make decisions and solve problems independently.
- Ability to plan, organize, and prioritize work.
- Strong work ethic (disciplined and self-starter)
- Able to be present at the Foundation offices daily during normal hours of operation.

Education/Career Experience:

- High School diploma or equivalent; AS degree preferred.
- Non-Profit experience preferred but not required.
- Some college or specific coursework related to general accounting principles preferred.
- 2-3 years of related accounting experience with a non-profit background preferred.
- Accounting software knowledge is a plus.
- Proficiency in Microsoft Office Suite, including Intermediate Excel skills.
- Competence in using Adobe applications and tools is a must.
- Detail-oriented with the ability to prioritize work.

Position Status & Benefits:

Full-Time Salaried Position @ 40 hours weekly. Position benefits include a 403b match, paid sick, holiday, & vacation.