

Job Description



POSITION: Administrative Coordinator
DIVISION: Administration
REPORTS TO: Vice President of Finance
CLASSIFICATION: Non-Exempt

Summary:

The Administrative Coordinator assists the Vice President of Finance with administrative and accounting functions of the organization to ensure smooth and efficient operations. This position will be responsible for specific tasks that support the office operations, information technology systems, facilities, accounting and other administrative operations as required.

Essential Duties and Responsibilities:

- Assist with office operations related to purchasing, office equipment and furniture, office technology and other operations to ensure efficient operations.
- Assist with the management of all facility operations including; facility maintenance, space planning and management, business continuity and safety coordination.
- Assist with the management of the Information Technology infrastructure and systems, in collaboration with the IT consultant that support the operations of the organization.
- Provide technical support, in collaboration with the IT consultant, by assisting internal and external users with equipment, network, internet, remote access and other system related issues.
- Assist with coordination of system changes and updates with vendors and internal and external users to ensure proficiency in system operations.
- Coordinate and support the functionality of the telephone system by allocating phones, assigning extensions and updating the phone extension list as needed. Collaborate with vendor to receive technical assistance as necessary.
- Maintain an equipment inventory control system.
- Assist with the management of contracts and service agreements for office operations, facilities and IT infrastructure. This includes assisting with the development, negotiation and monitoring the performance of goods received or services rendered.
- Assist with the onboarding and off boarding of employees. This includes, but is not limited to; deployment of computer equipment, access to email, network, remote access and building access.
- Develop and maintain procedures that support the office operations, IT infrastructure and facility operations of the organization.

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- Develop and manage effective relationships with business partners and internal and external individuals.
- Post accounting transactions to the accounting system. Ensure that transactions are posted to the appropriate account and funding source for applicable reporting period. Analyze discrepancies and resolve unpaid invoices.
- Prepare and disburse accounts payable checks.
- Assist in researching, tracking and resolving accounting discrepancies.
- Provide general support of finance duties, including, but not limited to, month-end processing, budgeting, audit preparation and other duties as assigned.
- Maintain accurate and detailed files and records in accordance with established standards.
- Assist in developing and maintaining accounting procedures and processes.
- Provide administrative support to other areas of the organization as required.
- Perform special projects as assigned.
- Participate on cross-functional teams, as required.
- Perform other duties as assigned.

Education and Experience:

- An Associate's Degree in accounting or business preferred or equivalent work experience.
- 2 to 5 years related experience
- Strong computer skills and proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint) and webinar and conference call technology as well as other office technology.
- Experience working with accounting software.

Qualifications:

- Ability to communicate clearly, concisely, and professionally both verbally and in writing
- Superior interpersonal skills
- Ability to organize own work, manage multiple priorities and adapt and support a changing work environment
- Maintain a high level of professionalism
- Self-motivated and ability to work with minimal supervision in a collaborative, team environment
- Ability to make independent decisions with sound judgement
- Effectively work with individuals at all business levels and a variety of situations. Must display tact and diplomacy in difficult or sensitive situations.
- High degree of accuracy and attention to detail
- Demonstrated critical thinking and problem-solving skills
- Project and process management skills

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