



Finance Administrator

Job Description, Subject to Change

Classification: Full Time

Reports to: Chief Executive Officer

Date: 3/12/2024

Summary

The Finance Administrator is under the direct supervision of the CEO and works in conjunction with the COO. This position provides internal oversight, analysis, and administrative financial support for the CEO and SMPC staff, related directly to the operations of the Sarasota Medical Pregnancy Center. The Finance Director is responsible for developing and implementing best practices across the organization regarding bookkeeping, financial statement preparation and reporting, donation processing, purchasing and vendor payments, grant accounting, and budgeting. This will include presenting a monthly budget vs actual analysis report to a board-appointed Finance Committee and the various department coordinators and annually working with an external CPA firm to ensure completion of all accounting and audit requirements.

Essential Functions

Donor Database Management

- Works with Donor Development Consultant on best practices for data entry, staying in compliance with accounting and grant reporting needs.
- Create weekly bank deposits from incoming mail. Enters donor transactions into Donor Perfect software according to donor development needs, accounting specifications, and tax compliance requirements.
- Create and export files into QuickBooks, reconciling them to the bank accounts and filing according to the records retention policy.
- Regularly create and review analytical reports to check for errors, inconsistencies, missing data, etc., and communicate helpful information to the CEO, Finance Committee, and other staff.
- Coordinate the donor page on the Center's website and send receipts to donors that meet tax compliance requirements.
- Prepare and coordinate mailings and/or emails with year-end giving statements for donors by tax reporting deadline.

Grant Accounting and Compliance

- Track various grants from application to final reporting, documenting in spreadsheets and donor software, while ensuring all paperwork is properly kept on file.
- Oversee accounting processes regarding correct account for recording in QuickBooks, regularly review accounts for proper spending, and provide reports for CEO and Donor Development/Grant Consultant as needed.
- Works with HR, CEO, and COO to appropriately code staff salaries covered by grants.
- Provide accurate and timely financial information to the Grant Consultant and/or CEO as needed for new grant applications.

Special Events

- Create and oversee processes for receiving income at various donor events:
 - Utilizing Square or other software.
 - Receipting for auction items and merchandise sales.
 - Organizing, tracking, and processing pledge cards received.
- Provide reports regarding the event's financial impact to the CEO and Board.

Expense Management

- Review purchase requests from staff, ensure approval from CEO/supervisors and that funding is available in the budget, and search for the most cost-effective solutions.
- Make and/or oversee purchases, ensuring tax exemption is utilized.
- Oversee finance email box to retrieve invoices and communicate timely with vendors and contractors.
- Review, code, and approve invoices according to the purchasing structure approved by the CEO and Finance Committee.
- Enter all transactions into QuickBooks, paying vendors timely.
- Ensure all transactions have proper documentation filed according to the records retention policy.
- Provide analysis and feedback to CEO and staff (as needed) by regularly reviewing budget vs actual spending, grant spending, etc.

Payroll and Benefits

- Utilize payroll software to assist HR with processing bi-weekly payroll.
- Ensure proper data maps exist for the QuickBooks uploading process.
- Utilize payroll software reporting functions for various grant analysis needs.
- Understand and assist with employee benefits data processing to ensure proper accounting.

Technology, Data Storage, and Data Flow

- Work with an external technology firm to ensure best practices on records retention for documents required for audit and tax exemption purposes.
- Help streamline software usage, data storage, and other technology equipment across the company to ensure efficient and accurate financial administration.
- Maintain proficiency in software programs used. Currently: QuickBooks, Donor Perfect, iBusiness, Microsoft Office 365, and Adobe.

Budget

- Manage budget process annually by creating a master file based on prior year actuals plus any known adjustments.
- Provide any data needed to various departments to create budgets for the coming year, receive their feedback, and enter changes into the master file.
- Provide draft budget to CEO and Finance Committee for review; maintain updates in the master file.
- Provide suggested budget for presentation to the Board for approval; upon approval enter it into QuickBooks.
- Provide monthly budget vs actual variance explanations to the CEO, Coordinators, and Finance Committee.

Financial Statement Review

- Weekly bank reconciliations in QuickBooks, work with Coordinators to resolve reconciling items.
- Quarterly balance sheet reconciliations, including maintenance of Petty Cash.
- Quarterly review of restricted income accounts, including class report analysis.
- Monthly review of donor database compared to QuickBooks.
- Prepare, review, present, and print monthly reports to Shared Drive for Finance Committee and Board of Directors review.

Audit and 990 Preparation

- Work with a CPA firm to review and compile all necessary information for the 990 report.
- Review and compile all necessary information for the annual audit.
- Ensure best practices for accounting year-round to provide timely and accurate information; act as the liaison for the CPA to quickly answer any questions that arise.

Please send a cover letter and resume with compensation requirements to:
Karen@MBJGroup.com by **Friday, June 14, 2024**.

This position has a competitive salary range of 70K to 75K and benefits.