

Job Title: Finance and Operations Administrator

Location: 11018 NE 51st Circle Vancouver, WA 98682

Reports to: Executive Director

Job Type: Part-Time, 24 hours per week

Position Overview:

The Finance and Operations Administrator will play a critical role in implementing the financial and administrative functions of the organization. This position is responsible for tracking and coordinating the financial management of grants, billing and invoicing, overhead allocation, vehicle mileage tracking, file management, and office operations. The role also involves assisting with occasional grant writing. The ideal candidate is detail-oriented, organized, and capable of managing multiple tasks efficiently while maintaining a high level of accuracy.

Key Responsibilities:

Financial Management & Grant Administration:

- Manage the financial tracking of multiple grants, including budgeting, reporting, and compliance.
- Track and report expenses, ensuring timely and accurate documentation.
- Assist in annual audits and regular financial audits from grantors.

Billing & Invoicing:

- Ensure timely and accurate generation of invoices for grant payments, vendors, and contracts.
- Maintain an organized system for tracking receivables and follow up on outstanding payments.

Overhead Allocation & Vehicle Mileage:

- Accurately allocate overhead expenses to programs and projects based on funding guidelines.
- Track and manage LCFEG company vehicle mileage, ensuring proper documentation for reimbursements and audits.
- Guide staff on personal reimbursements to ensure proper documentation for reimbursements and audits.

File Management & Office Management:

- Maintain a well-organized filing system for financial records and administrative documents.
- Manage general office operations, including supply orders, and assist in IT support.

Qualifications:

- Bachelor's degree in accounting, finance, business administration, or related field (or equivalent experience).
- 3+ years of experience in finance, bookkeeping, office management, or grants administration.
- Proficiency in QuickBooks and Microsoft Office Suite, especially Excel.
- Strong organizational and time-management skills with attention to detail.
- Excellent communication and interpersonal skills.

Preferred Qualifications:

- Experience working in a non-profit or grant-funded environment.
- Knowledge of Washington State government and private grant compliance requirements.
- Previous experience with accounting software or grant management software.

Compensation:

The position offers a starting pay of \$36 per hour, with the potential for adjustment based on experience. Responsibilities may be adjusted to align with the candidate's skills and expertise. Benefits include, depending on experience, health insurance, paid time off, 401(k) match, and opportunities for professional development.

How to Apply:

Please submit a resume and cover letter detailing your qualifications and interest in the position to LCFEGdirector@outlook.com by 1/17/25.