

JOB INFORMATION

<i>Job Family</i>	Administrative Services
<i>Sub-Family</i>	Administrative Support
<i>Job Title:</i>	Office Coordinator/Accounting Clerk
<i>Job Code:</i>	
<i>Alternate Title</i>	
<i>Version Date:</i>	12/16/2021 1:21:50 PM
<i>Salary Grade:</i>	
<i>Category</i>	Administrative
<i>Department:</i>	
<i>FLSA Classification:</i>	Non-Exempt
<i>EEO Code:</i>	Administrative Support Workers
<i>Job Level:</i>	Individual Contributor

JOB SUMMARY

As the Office Coordinator reporting to the Director of Finance and Administration, you are one of the Foundation's key individuals who interacts with people as they seek out resources on how to Live Well today. This individual must display kindness and compassion for helping those impacted by Parkinson's is communicated through e-mails, over the phone, and with any person who walks through our doors. This individual will also assist the Finance Director with processing of donations, deposits, invoices and other general accounting functions.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Provide friendly and compassionate interaction with our constituents in person, on the phone, and via email.	20%
Provide general office support to Foundation such as facilitating shipping, general office upkeep and party planning.	20%
Assist Director of Finance and Administration by processing donations, bank deposits, data entry of coded and approved invoices, and other general accounting support as needed.	20%
Assist Director of Finance and Administration with a variety of Human Resource, Facility and Information Technology duties such as maintaining onboarding process, on-site contact with landlord and maintaining inventory of computer hardware.	15%
Assist Executive Director with general office tasks, travel, scheduling, and other support as needed.	15%
Maintain database of active volunteers, coordinate scheduling of volunteers, and maintain relationships with the volunteers.	5%
Maintain, catalog and update the Foundations KnowledgeBase of Standard Operating Procedures.	5%

Additional Responsibilities

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Support and build the Foundation's reputation as a leading resource for living well tools.
Support Foundation's Diversity & Inclusion initiative through thoughtful outreach and practices of cultural humility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

High School Diploma		Preferred	
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Work Experience

2 years or more	Working in an office environment with Microsoft Office applications	Required	
2 years or more	General Bookkeeping experience processing bank deposits and data entry into an accounting application	Required	

Skills

Proficient in Microsoft Office 365 applications including Excel, Word, Outlook and Powerpoint	Medium
Strong verbal, written and interpersonal skills	High
Financial management experience and understanding of basic accounting principles	High
Ability to identify needs and provide solutions to peers	Medium
Proficient with Blackbaud and/or donor CRM database	Medium
Ability and desire to learn new software skills and apply knowledge to various situations to make people happy	Medium

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Reading					X	35 lbs
Carrying				X		
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip	X					
Handling			X			
Kneeling			X			
Pinch	X					
Pulling			X			35
Pushing			X			35
Lifting			X			35
Reaching			X			
Vision					X	
Repetitive Motions					X	
Sitting					X	
Standing			X			
Walking			X			
Stooping			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

TRAVEL REQUIREMENTS

<i>Travel Type</i>	<i>Percentage</i>
Domestic	5%

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Trips to bank, shipping vendors and office supply vendor

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	2. Novice	Practices investigative techniques to determine the best approach.
Business Impact	1. Entry	Role has impact on the department.
Collaboration	3. Mid	Maintains mutually beneficial partnerships with other functions.
Communication Skills	2. Novice	Advanced communication skills involving complicated topics.
Company Knowledge	2. Novice	Understands how his/her role relates to others on the team and the role of the team.
Functional Knowledge	2. Novice	Understands his/her discipline and good conceptualization of processes.
Influence	2. Novice	Develops respect for ideas and proposals within the department.
Job Impact	2. Novice	Work team and other connected work teams.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.
Managing Change	2. Novice	Helps others manage departmental changes.
Problem Solving	3. Mid	Arrives at a conclusion based on previous experiences and good judgment.
Strategic Responsibility	1. Entry	Not responsible for strategy.

SCOPE

Freedom To Act

Works is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem Solving Timeframes

Provides resolution to an assortment of problems that are typically well defined, but some clarification or judgment is required to determine action, as additional information about the problem / task is discovered. Uses judgment within defined practices / procedures to determine appropriate action. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but the majority of tasks take up to several weeks to resolve.

People Management

Direct Resources Managed

Indirect Resources Managed

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization

Financial Responsibility

Total Financial Responsibility

The incumbent does not currently have budgetary responsibilities