



Administrative and Finance Coordinator

Reports to: Executive Director

Position Purpose:

The Administrative and Finance Coordinator supports the Executive Director in the organization's overall financial, budgeting and administrative management. The Administrative and Finance Coordinator also provides program support by approving grant expenditures, tracking grant balances and developing budgets for new programs. Additional duties include overseeing office operations and procedures to facilitate organizational effectiveness.

Financial Responsibilities 50%

- Under the guidance of the Executive Director, prepares organization budget, reconciles monthly financial statements and prepares monthly financial report.
- Responsible for financial tracking for current programs by reviewing and approving program expenses to ensure activities are accurately coded and within approved budget.
- Provide support in developing budgets for various types of funding opportunities, sometimes under tight deadlines.
- Record and process all payments, donations and deposits, and meet weekly with outside Accountant to reconcile.
- Responsible for overseeing payroll and timely and accurate submission of timesheets to the organization's payroll processor, while providing feedback as it relates to staff time allocated to programs and activities.
- Ensures appropriate financial and accounting procedures are followed, and strives to improve and streamline the organization's financial and operating policies and procedures.
- Regularly update and disseminate standard operating procedures manuals as-needed.
- Coordinate annual audit activities

Administrative – 50%

- Provide information to President and Executive Director on private funders' donations and resulting activities to ensure appropriate acknowledgement is made.
- Maintain budget and contract files for government and foundation grants.
- Maintain current records of opportunities in database, including grant and donor tracking and reporting.
- Manage the organization's payroll, Accounting and IT services providers
- Make recommendations on improving systems and processes including IT and benefits.
- Maintain employee and vendor files

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Women's Campaign International
3701 Chestnut Street, 6th Floor
Philadelphia, PA 19104
215.387.2601
www.womenscampaigninternational.org



Desired Qualifications:

Education: Bachelor's degree

Women's Campaign International is looking for a dynamic, driven self-starter who:

- Is committed to Women's Campaign International's mission and core values
- Has experience working in financial management in a non-profit organization.
- Has the ability to work closely with a small team, in person and remotely
- Strong, interpersonal communication skills
- Comfortable in a fast-paced, environment and is capable of working both independently and with a team to meet deadlines
- Strong organizational skills and attention to detail
- Ability to perform and prioritize multiple tasks with shifting priorities an
- Experience working in an international environment

Contact:

Please submit a resume and cover letter to info@womenscampaigninternational.org

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