



JOB DESCRIPTION

Position Title: Office Coordinator	Classification: Salary Non-Exempt	Date last revised: 4/22/2024
Department: Accounting & Finance	Supervises: N/A	
Reports To: Chief Financial Officer		

Purpose

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential. Big Brothers Big Sisters of Central Indiana serves more than 1,200 youth annually ages 8 - 18 in Hamilton, Johnson, and Marion Counties. We partner with parents/caregivers, volunteers, schools, and the donors in our community to defend, ignite, and empower the potential of every child we serve.

Purpose of this role: The Office Coordinator is the point person for day-to-day operations of the office. They are responsible for handling administrative tasks and supporting the Chief Financial Officer in accounting and payroll. This position is responsible for IT and AV support, along with providing general office and facilities support.

Responsibilities

Accounting and Payroll Support:

- Maintain cash flow reports for the agency in conjunction with updated information received as a result of processing checks for payments and processing payroll.
- Record all income and make deposits at least twice a week. Keep track of outstanding payments due from grants and other sources and invoice as needed.
- Enter/process payroll twice a month two days prior to payday.
- Process Accounts Payable weekly and process checks.
- Ensure that all payments are sent on time.
- Resolve payment discrepancies and disputes on behalf of the agency.
- Ensure the supporting information is adequate to properly account for all purchases.
- Record and process EFT payments.
- Record all credit card expenses in the accounting software and verify documentation is present.
- Prepare and email budget reports to budget managers monthly.
- Conduct monthly reports on copier and postage usage.
- Reconcile Development database records with accounting system to ensure accuracy.
- Record monthly journal entries.
- Assist with month-end close.

- Prepare year end 1099 forms.
- Assist with annual filings including, but not limited to, property tax forms and annual reports.
- Assist with grant reporting and budget requirements.
- Assist in preparation of audit materials.
- Assist in budget development and preparation.
- Import budgets into accounting system.
- Maintain payroll records.

Information Technology (IT) and Audio Visual (AV) Support

- Assist with onboarding new staff, including setting up workstation (phone, email, laptop, outlook, etc.) and training on technology and AV equipment.
- Coordinate with vendors for employee IT needs such as workstation and phone set-up, and monitor/coordinating service for technology issues.
- Ensure AV throughout the building is working and assist staff as needed.
- Coordinate and troubleshoot any AV issues with outside vendor to ensure AV is working.
- Maintain technology inventory system and track equipment assigned to employees.

Office Management and Facilities Support:

- Assist with onboarding new staff, including setting up new employees in the security system, assign security badge, and assign parking tag.
- Manage vendor contracts (including building vendors for utilities, trash, and maintenance) and general office equipment maintenance (including printers, postage machine, water cooler, shred-it, etc.)
- Coordinate information & issues with the building management.
- Ensures cleanliness and security of building through vendor management.
- Assist with maintaining and communicating office safety procedures.
- Coordinate and oversee service calls for general office equipment maintenance (including printers, postage machine, water cooler, shred-it, etc.)
- Coordinate any kitchen and building services and maintenance that may be needed, e.g., pest control, maintenance, etc.
- Ensure general office space including kitchen area is stocked of supplies, clean, and well maintained.
- Assist with record management.
- Manage check-out system for equipment such as cameras, wireless cards, spare laptops/tablets
- Order, track, and organize supplies.
- Coordinate mail services and conduct monthly metered mail reports.
- Sort and distribute mail.
- Serve as back-up for the receptionist and coordinate with to ensure supplies are stocked.
- Maintain and communicate office policies and procedures.
- Maintain in-office storage spaces to ensure efficient organization.

General:

- Attend required meetings and events as scheduled.

- Establish and promote positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Represent BBBSCI professionally, providing courteous service to internal and external constituents and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies (including Financial Policies and Procedures) and practices.
- Complete other duties as assigned.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Central Indiana.

Experience, education, degrees, and licenses

Minimum requirements:

- Associates or Bachelor’s degree in finance/accounting.
- Knowledge of all accounting & legal requirements.
- Detail-oriented precision in all areas of work.
- Will be required to participate in continuing educations programs as requested
- Experience in accounts payable/receivables, payroll, and office administration preferred.

Physical demands/Work environment

- Must be able to work proficiently with computers and other office equipment.
- Required to be in office at minimum of 4 days
- Must be able to lift/carry 10lbs. due to logistics with office supplies and computers.
- Must be able to work proficiently with computers and other office equipment.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving check through Finger Printing.

ACKNOWLEDGEMENTS

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Supervisor: I have reviewed this job description with my employee.

Signature: _____ Date: _____

Human Resources:

Signature: _____ Date: _____