

POSITION DESCRIPTION

JOB TITLE: Finance Administrator

REPORTS TO: Executive Director

ANNUAL SALARY: \$24/hr - \$27/hr DOE

ORGANIZATION SUMMARY:

Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) aids, organizes and empowers Ventura County's indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

POSITION SUMMARY:

The Finance Administrator is responsible for overseeing the financial activities of the organization and ensures the accuracy of MICOP's financial practices. The Finance Administrator works closely with the Executive Director and the administrative team to facilitate financial oversight and to ensure clear communication of finances to program staff and the board of directors. This is a fulltime 30+ hours/week position based on weekly work load.

RESPONSIBILITIES:

- Develop and maintain timely and accurate financial statements and reports that are in accordance with generally accepted accounting principles
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Enter invoices, credit card receipts, and deposits into QB
- Pay invoices in a timely manner
- Request Executive Director to make fund transfers as needed
- Review and supervise finance assistant's invoicing, payroll allocations and contract budgets to assure accuracy
- Lead annual budgeting and planning process in conjunction with the ED
- Perform monthly bank reconciliations and balance sheet reconciliations
- Prepare financial statements for board and finance meetings, and finance reports for grant reporting
- Complete monthly worker's comp payroll report
- Maintain organization's master budget
- Perform allocations based on master budget
- Review all grants and allocate to indirect costs and benefits
- Meet quarterly with program managers to review budgets to actuals
- Manage organizational cash flow and forecasting
- Coordinate and lead the annual audit and liaise with external auditor and with the Finance Committee of the Board of Directors
- Maintain documentation for the independent tax preparer in preparation of annual Form 990
- Maintain MICOP's Net Asset Schedule

- Assist Development Director in creating budget for new grants
- Make general journal entries
- Manage MICOP's PayPal and Stripe accounts and other online financial revenue systems
- Provide financial training to staff or board as needed
- Create financial reports for grant reports as needed
- Attend board meetings, finance committee meetings, trainings, staff meetings or workshops of interest or as directed
- Other duties as assigned by Executive Director

SKILLS & QUALIFICATIONS

- MUST have non-profit finance experience
- Commitment to MICOP's mission
- Bachelor's degree in accounting or equivalent experience
- Strong knowledge of financial and accounting principles
- Experience in nonprofit program management and budgeting preferred
- Fluency to read, write and speak in English
- Spanish language ability strongly preferred
- Desire to learn, grow, and take on additional responsibilities
- Attention to detail
- Strong abilities with QuickBooks online and Microsoft Excel
- Experience with financial statement audit

LOCATION: MICOP central office

STATUS: NON-EXEMPT

Please send your cover letter and resume to jobs@mixteco.org and CC; Arcenio Lopez, Executive Director at arcenio.lopez@mixteco.org

Deadline: Oct. 15, 2018