



## **Administrative Coordinator Position Description**

Marion Cultural Alliance seeks an organized and highly skilled Administrative Coordinator to join our organization and keep it humming. The Administrative Coordinator provides administrative and clerical support to MCA's Executive Director and provides financial performance figures to the Gallery Director. The position requires considerable discretion, excellent communications skills, and the ability to work proactively to balance multiple tasks. The ideal candidate is professional, pleasant, highly organized, detail oriented, and passionate about MCA's mission: to champion, convene, and create opportunities for artists and nonprofit arts organizations.

Essential functions of the Administrative Coordinator's role include bookkeeping. Must have a solid understanding of A/P and A/R including General Ledger account coding. Strong Excel and Quick Book skills and attention to detail are required. Experience with a donor management software program desirable. The Administrative Coordinator works a full time, consistent schedule, and reports to the Executive Director.

### **Principal Responsibilities (Essential Functions)**

#### **Financial Administrative Support**

- Prepares the annual budget in partnership with the Finance Committee, and administers, and monitors budget
- Oversees day-to-day finances, including reviewing and coding invoices, monitoring cash flow, approving expenditures and bank reconciliation and development records
- Prepares financial statement (balance sheet, profit and loss, cash flow projections) for the Finance Committee
- Issues artists' monthly payments for sales
- Oversees and manages payroll
- Recommends strategic cost/benefit decisions that ensure the fiscal health of MCA

#### **Human Resources**

- Manages benefits, including enrollments and terminations
- Maintains employee confidential files
- Serves as Volunteer Coordinator and maintains related records

### **Other Responsibilities**

## **Board of Directors**

-Assist the Executive Director in preparation for board meetings and manages meeting follow up

- Records minutes at monthly Board meetings

-Maintains MCA Board Book, board directory, attendance records, and required annual documents (conflict of interest, etc)

## **Event Coordination**

Assist with events as needed

Maintains sponsorship/ticket sales

## **Other Duties**

Maintain organized digital and paper files

Provide general office support

Develop and maintain a professional relationship with staff, guests, volunteers and all stakeholders of MCA

Other duties as assigned

## **Minimum Qualifications**

### **Education, Training, Traits**

High School or GED

Solid writing and accurate data entry skills

Very flexible and helpful

### **Work Experience**

Minimum of one-year relevant bookkeeping and administrative experience or equivalent required

Strong analytic, administrative, and management skills

Excellent teamwork and customer service skills

### **Licenses and Certifications**

Valid Florida Driver's License

Certificate in Quick Books and Excel desirable

## **Skills and Abilities**

Solid knowledge of office administration functions

Proficiency in the use of Microsoft Office applications including Outlook, Word, Excel, PowerPoint and standard office equipment including copiers, computers, and other office technology required.

Willingness and ability to learn Network for Good, MCA's donor/data management system

Strong organizational and time management skills

Excellent people and customer service skills based on courtesy and respect

Ability to work independently and with initiative

Ability to multi-task and think clearly in a busy work environment

Excellent oral and written communications skills that include business correspondence and clear concise reports.

Demonstrated English skills in accuracy, proofreading, grammar, spelling, and attention to detail required.

Able to creatively and effectively problem solve

## **Physical Demands and Work Environment**

### **Physical demands**

Occasionally, while performing the duties of this job, the employee is required to drive a vehicle to pick up supplies. In the work environment described below, position requires working at a desk and utilizing a computer and a telephone for prolonged periods of time and good eye/hand coordination, bending and stretching for filing, and physical stamina to lift a minimum of 25 pounds to a height of at least three feet and as appropriate for the demands of the office. Visual acuity to review written materials is required for this job.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Work environment**

Work will be performed in an office environment, situated above Brick City Center for the Arts. Infrequently, work outside of regular hours may be required.

*Updated March 9, 2023 (JSB)*