

BREAST CANCER COALITION OF ROCHESTER
Job Description

JOB TITLE: Bookkeeper/Office Manager

REPORTS TO: Executive Director

CONSULTS WITH: Executive Director, Staff, Treasurer, Accountant/Auditor and Fundraising Chairs

SUPERVISES: Staff, Interns & Volunteers

SUMMARY: In a small and evolving organization such as the Coalition, it is important to make clear that we all participate in the tasks that need to be done. **At times our responsibilities not only overlap, but also each of us must have the knowledge and the willingness to pick up responsibilities for each other.** Therefore, there are areas that are not listed in this job description that may require the Office Manager to be involved in limited ways. The Office Manager will also arrange for coverage of duties during times of planned absence (vacation, days off, etc.). All staff members will reflect the Coalition's philosophy and values in all job-related activities. All staff members will demonstrate commitment to the Coalition's mission and goals.

GENERAL SCOPE: Oversee all day-to-day operations of the Coalition, including bookkeeping, human resources, administrative support to the Executive Director, reception, and phone.

ESSENTIAL FUNCTIONS: Requires full-scope office management and bookkeeping. Knowledge of generally accepted accounting principles (including non-profit rules and regulations), applicable financial reporting and related tax laws. Recent experience in the preparation for certified audits, including preparation of audit schedules, trial balances, lead schedules, and other required analysis and documentation.

General Operations

- Provide exceptional customer service in interacting with sponsors/grantors/ individual donors, staff, Board and committee members, volunteers and the general public
- Maintain Comprehensive Coalition Calendar on google calendars and schedule all programs, meetings, events appropriately and accurately
- Oversee all correspondence in timely manner
- Monitor general voicemail and email box – info@bccr.org – and forward any correspondence to correct staff member
- Oversee donor communications, including direct mail
- Serve as primary contact between the Coalition and landlord
- Organize, manage, and maintain inventory, supplies and document storage, forecasting needs and purchasing supplies when appropriate
- Assist in travel arrangements when needed
- Establish and maintain tracking system for keys, credit card, and other security features
- Oversee RFP process for bidding on larger projects/accounts

Development

- Process all donations
- Ensure compliance with all grants, provide support where needed, submit claims

BREAST CANCER COALITION OF ROCHESTER

Job Description

for payment

- Ensure donor/funder database records are accurate and up to date, including giving history and action items
- Provide support to fundraising staff and committees where needed
- Assist with our annual campaign, including holiday cards
- Run list of \$250+ donors monthly and provide to Board of Directors

Management

- Supervise reception staff
- Ensure compliance for all procedures
- Ensure office environment is conducive to productivity, efficiency, and effectiveness

Human Resources

- On board new staff
- Serve as employee Personnel/Human Resource contact and maintain schedule and records for vacation, illness, holiday, scheduling conflicts, and other time off
- Complete annual sexual harassment training
- Employee benefits administration
- Assist the Executive Director in updating the employee handbook if necessary.

Finance/Accounting

- Full cycle Accounts Receivable including donations, sponsorships, pledges
- Maintain Coalition's Accounting & Financial Reporting System in accordance with Generally Accepted Accounting Principles (GAAP) and conventional non-profit accounting practices.
- Operate the General Ledger and all subsidiary ledgers.
- Ensure all accounting transactions are recorded in compliance with the Coalition policies, applicable laws and regulations, and sound internal control.
- Work collaboratively with CPA firm to perform all general ledger entries
- Oversee cash flow management, including direct and indirect contact with clients/customers, vendors, fundraisers, festivals, etc.
- Oversee the processing of credit card purchases at all major events; process payments, including authorization, documentation, and database entry
- Ensure all non-cash donations are properly classified, recorded and reported; including preparation of appropriate correspondence and filing of IRS forms.
- Ensure proper classification and recording of fund transactions, transfers and allocations.
- Analyze balance sheet, fund (net asset), income and expense accounts as needed.
- Prepare and submit for review required trial balance information and necessary supporting schedules of accounts.
- Prepare and submit for review preliminary monthly and annual financial statements for Executive Director and Treasurer
- Prepare audit schedules, trial balances, lead schedules, and other required analysis and documentation for the independent audit and assist the independent auditor as necessary.
- Serve on Audit and Finance Committees

BREAST CANCER COALITION OF ROCHESTER

Job Description

- Work with Executive Director, Treasurer and committees to develop an annual budget, submitting monthly report to Executive Director and Treasurer, with variances
- Ensure 1099s, W-9s, contract recordkeeping, and tax reporting are completed in timely manner
- Perform banking and investing transactions and activities as directed.
- Ensure appropriate funds are properly allocated to the Research Initiative

Communications and Information Technology

- Ensure computers, internet, phone systems, audio-visual equipment, and website are maintained and functioning at all times.
- Maintain registration of www.bccr.org and www.breastcancercoalition.org
- Provide administrative support to the charitable giving pages of website, including Race/Walk pledge system
- Provide comprehensive, accurate list of financial contributors, sponsors, donors, etc. to newsletter editor
- Create/develop spreadsheets, document templates, PowerPoint templates for staff and/or volunteers, as needed
- Oversee IT agreements and contracts

Other

- Assist Executive Director with duties as assigned

EXPERIENCE:

- MINIMUM 5 years experience in office management
- Excellent oral and written communication skills
- Dedicated team player with demonstrated ability to work independently, provide direction to projects, and handle stress
- Demonstrated time management and organizational skills.
- Must be able to work independently with little or no supervision
- Ability to respond with empathy and support to those in stressful situations and with sensitivity and awareness to diverse cultural, ethnic, and social backgrounds, values, attitudes, and languages
- Must be able to handle multiple projects simultaneously
- Knowledge of computers and computer systems is REQUIRED
- Experience with QuickBooks and Excel is REQUIRED
- Experience with CRM software is REQUIRED

EDUCATION:

- Bachelor's degree or equivalent combination of education and experience
- Accounting and/or Business Management/Administration curriculum desired

PHYSICAL AND MENTAL DEMANDS

- Requires judgment, integrity and tact
- Must demonstrate initiative and excellent interpersonal skills
- Requires the capacity for adherence to detail
- Must be flexible and well organized

BREAST CANCER COALITION OF ROCHESTER

Job Description

- Must be able to oversee and coordinate several projects simultaneously
- Must have ability to work independently and maintain professional work style
- Must be able to endure long periods of sitting, using a phone and computer
- Must be able to lift, carry, push or pull 25+ pounds
- The Coalition is a scent-free environment

OTHER

- Salary range \$48,000 – \$53,000 based upon experience
- Periodic evenings and occasional weekend work may be required
- Forty (40) hours per week
- Salary based on qualifications and experience
- Benefits include vacation, holiday, sick days; 70% healthcare (optional) and 403b (optional)

CHECKLIST:

- Cover letter stating interest, experience, and specific qualifications
- Resume/CV

Professional References will be requested at a later date

CONTACT:

Holly Anderson
Executive Director
Breast Cancer Coalition
1048 University Avenue
Rochester, New York 14607

e-mail: employment@bccr.org

PLEASE NOTE:

NO PHONE CALLS
NO WALK-INS