



Finance and Administration Manager

Job Description

| | |
|--|--|
| Job Title: Finance and Administration Manager | Reports To: Director of Finance and Administration |
| Department: Finance and Administration | Starting Salary: \$47,000 |
| Revision Date: 5/21/2022 | Classification (FLSA): Full-Time, non-exempt |

About Thrive

Vision: A culture in which opportunities for youth to pursue education, careers and well-being are not limited by teen pregnancy.

Mission: We are building a movement to improve sexual health outcomes for youth.

We do this by:

- Acting as the facilitator of the Collaboration with a common agenda focused on reducing Oklahoma County’s teen birth rate by an additional 25% by 2025.
- Convening, supporting, and connecting our partner network of content and context experts to have the biggest impact.
- Engaging and mobilizing the community around our cause and the work of the Collaboration.
- Evaluating and sharing data for the purposes of strategic learning and the more effective collective impact.
- Advocating for youth to have access to resources, services and medically accurate information about sexual health.

Position Overview

The Finance and Administration Manager will manage daily bookkeeping activities ensuring compliance with Generally Accepted Account Principles, Thrive’s financial policies, and policies and guidance from the federal government regarding the use of federal funds. The Finance and Administration Manager will directly support the work of Thrive’s Director of Finance and Administration. In addition, this position is responsible for clerical functions, office services, file management, and technology needs for all staff. This position also will assist leadership and staff with overall operational efficiencies, support administrative services in Human Resource and provide support to the CEO and the Board of Directors for their work providing governance and visioning for the organization.

Skillset

The Finance and Administration Manager must have strong organizational skills in order to effectively carry out administrative duties quickly and with complete accuracy. They must be meticulous in their work and exhibit exemplary written and verbal communication skills.

The Finance and Administration Manager shall display the following skills:

- Ability to work independently to plan projects, track tasks, assess progress, and follow through on the execution of plans
- Ability to be creative and engage in system-level problem-solving.
- Ability to communicate effectively one-on-one, in group settings, and in public presentations to a variety of audiences.
- Ability to operate and troubleshoot office computers and equipment
- Advanced knowledge of Microsoft Office 365, Teams, Outlook, Adobe Acrobat, and other common business applications
- Working knowledge of Information Technology
- Ability to prioritize tasks and meet deadlines
- Ability to build relationships and create alignment with individuals from a wide range of perspectives and backgrounds

Equal Opportunity

Thrive is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. Thrive strictly prohibits and does not tolerate discrimination against employees, volunteers, applicants, or any other covered person because of race, color, religion, creed, national origin or ancestry, sex (including gender, sexual orientation, gender identity/expression, and pregnancy), age, physical or mental disability, veteran status, genetic information, citizenship, or any other characteristic protected under applicable federal, state, or local law.

Essential Functions of the Job

The Finance and Administration Manager will work closely with the Director of Finance and Administration in managing daily financial operations. They are responsible for performing clerical duties, managing general office operations and supporting leadership.

Finance/Accounting (50%)

- Daily
 - Manage daily bookkeeping activities
 - Manage all disbursements
 - Ensure proper approval for all transactions
 - Document and maintain complete and accurate supporting information on all financial transactions

- Maintain an organized filing system (digital and paper) for financial records
- Ensure that all financial policies are followed and applied to all transactions
- Keep financial and personnel information confidential
- Weekly
 - Prepare and process bank deposits
 - Maintain a Cash Receipts Log
 - Monitor and record online giving for Blackbaud Merchant Services and Stripe
 - Process all financial gifts and maintain accurate information in donor database and accounting system
 - Prepare and process for approval the Accounts Payable spreadsheet
- Monthly
 - Track and reconcile monthly Employee Flexible Spending Accounts
 - Assist Director of Finance and Administration with reconciliations as requested
- Annually
 - Assist Director of Finance and Administration with Financial Audit preparation
 - Prepare and file Oklahoma Charitable Solicitation Registration renewal
 - Renew SAM registration
- As Needed
 - Procure and supply new employees with necessary supplies
 - Purchase office supplies, equipment and materials and maintain an accurate inventory
 - Support Thrive staff as needed with financial matters

Office/Operations Management and Administrative Support (35%)

- Daily
 - Cultivate strong, high-trust relationships with Thrive staff, partners, vendors, board and committee members
 - Serve as the organization's receptionist, screening calls and routing to appropriate staff
 - Manage Thrive's general email accounts and forward messages as needed
 - Maintain an organized filing system (digital and paper) for documents, correspondence, business matters, and other related data
 - Ensure sensitive materials are shredded rather than discarded
 - Monitor and resolve operational problems related to customer service, accounting, and office equipment through collaboration with pertinent contacts; recommend efficiency changes as needed
 - Troubleshoot and resolve all computer problems by communicating with IT vendor(s) and handle onsite solutions
 - Maintains an updated and accurate organizational calendar as well as scheduling appointments and meetings as requested

- Manage facilities/shared space and act as primary liaison with maintenance and vendors
- Ensures the efficient operation of all office equipment by performing minor service duties and arranging for routine maintenance as needed
- Maintain a current equipment and asset inventory
- Weekly
 - Check the PO Box regularly and distribute mail
 - Prepare written mailed/mailed donor acknowledgements for all gifts to Thrive, and assist with stewardship and cultivation activities (mailing lists, reports) as requested
- Monthly
 - Coordinate IT and other business equipment needs and provide solutions for staff
 - Coordinate travel arrangements for staff as needed
 - Assist Leadership with communication strategies and website updates as needed
 - Assist with grant applications when requested
 - Run errands when requested
 - Other projects and tasks as assigned

Board Management (10%)

- Assists Leadership with Board information management and meeting coordination
- Prepare documents and materials, coordinate food, printing, A/V needs, etc., for Board of Directors (BOD) and Board Committee meetings
- Track board/committee attendance and giving
- Maintain BOD email distribution lists including adding/removing members
- Manage Board forms and electronic files
- Send board meeting calendar invites and reminders to board members and staff
- Maintain contact information and position, as well as term information, in eTapestry and on roster
- Prepare correspondence, minutes or dictation accurately and on a timely basis by taking excellent notes at meetings and/or from recorded proceedings

Human Resources (5%)

- Biweekly
 - Send timesheet and timesheet approval reminders
 - Create pdfs of completed and signed timesheets
 - Assist in management of HR and Payroll platform and provide payroll support
 - Manage Staff Meeting Lead rotation and send reminders
- Monthly
 - Download benefit invoices, label, and file appropriately

- Annually
 - Assist Director of Finance and Administration with annual benefits renewal process
- Ongoing/As Needed
 - Keep all Personal Identifiable Information (PII) confidential and protected
 - Assist with administrative tasks during onboarding process for new employees
 - Process electronic benefits enrollment/disenrollment
 - Procure and supply new employees with necessary supplies and equipment
 - Manage time tracking system
 - Assist leadership with quarterly staff team building activities

Physical and Travel Requirements

- Less than 20%, primarily by car.
- Occasional travel is required during evenings and weekends.
- Occasional lifting up to 25 lbs., bending, and kneeling throughout the day
- Prolonged standing, sitting, and walking
- Valid Driver's License and Auto Insurance Coverage

Educational Experience and Requirements

- Associates degree or higher preferred
- Five years related experience in a similar position required
- Must have bookkeeping experience
- Must have a general understanding Generally Accepted Accounting Principles (GAAP)
- Must have working experience with accounting software in a business setting

Please send a resume, cover letter and three references to Katherine Keith at kkeith@thriveokc.org