

## Job Posting – Finance & Administrative Coordinator (Full Time)

Are you seeking a dynamic role at the heart of a team of dedicated professionals making a profound impact on the St. Louis community? Do you thrive on daily interactions with a diverse range of supporters, vendors, program participants, and colleagues? Are you a natural-born multitasker with a keen eye for numbers, fueled by a perfectionist mindset and unwavering attention to detail? Do you have a talent for creating order and delivering real-time solutions to unique challenges? Are you an efficient, quick learner who finds fulfillment in streamlining processes and working smarter, not harder?

If this resonates with you, Variety the Children's Charity of St. Louis (Variety) is seeking a talented Finance & Administrative Coordinator to play a pivotal role in supporting the essential database and administrative functions that underpin our mission.

Variety is a catalyst for transformative change in the lives of local children with disabilities, providing access to critical medical equipment, therapies, and innovative recreation and performing arts programs. We're on a mission to redefine children's abilities and reimagine their possibilities.

If you're passionate about making the impossible possible and helping shape a world where children's potential knows no bounds, we invite you to apply.

The Finance & Administrative Coordinator will be responsible for:

- Administering cash disbursement processes including verifying accuracy of and processing A/P invoices to ensure timely payment to vendors.
  - manage vendor setup, files and bill payment system.
  - generate checks and other bill payments.
  - prepare 1099s.
- Administering cash receipts processing including:
  - preparing daily deposits,
  - entering deposits into the accounting system and
  - generating and distributing pledge reminders.
- Data entry of all fundraising (development) activity into the donor management system including:
  - processing and entering all gifts,
  - ensuring accurate and up-to-date constituent records,
  - generating donor acknowledgement letters and other communications, and
  - assisting the development team as needed with donor correspondence, reporting and other tasks.
- Lead and execute process development and improvement to improve operations.
- Coordinate and maintain all files, data and records organization and storage for the development and finance departments.
- Support the CFO/CAO and finance departments in account reconciliations, annual audit preparation, payroll and benefit administration and other such projects.
- Actively execute day to day operations and key administrative functions including:
  - maintaining office space, supplies and equipment,
  - answering electronic communications, phone calls and welcoming and directing guests,
  - processing the mail,
  - providing administrative support to executive leadership and
  - overall, coordinating operations to ensure a functional, effective and efficient office environment for all team members.

A successful Finance & Administrative Coordinator will have/be:

- A Bachelor's degree or equivalent experience is preferred. A minimum of high school diploma or equivalent is required.
- A minimum of 2 - 3 years' accounting/bookkeeping experience or another technical data entry role.
- Proficiency in Microsoft Office and experience working with accounting and/or fundraising databases. Experience with QuickBooks and Raiser's Edge NXT highly preferred.
- Strong attention to detail, organization and efficiency – being a perfectionist is a plus!
- Flexible and a motivated self-starter who is able to multi-task and prioritize.
- Ability to keep an office running smoothly and knowledge and experience of office procedures and operations.
- Drive to problem solve and improve processes.
- Excellent communication skills (oral and written) and the ability to engage with a broad range of individuals.
- A passion for the mission of the organization and how they contribute to its success.

Please submit a resume and cover letter to Tom Wombacher, Senior Manager of Data and Administration at [tom.wombacher@varietystl.org](mailto:tom.wombacher@varietystl.org).

Per Variety's policy, we require employees to be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require that you prove that you have received the COVID-19 vaccine or have a valid medical or religious reason not to be vaccinated.

Variety the Children's Charity of St. Louis is an equal opportunity/affirmative action employer. Variety welcomes difference in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, gender identity or expression and veteran status. All applicants who share this goal are encouraged to apply.