

Fiscal/Administrative Coordinator Position Description

Responsibilities:

- Receive all US mail and distribute as needed
- Ensure compliance with all not-for-profit and charitable organization regulations and accounting procedures, along with all government business requirements
- Prepare and submit annual state and federal income tax returns in a timely and accurate manner; file with appropriate documentation in a readily accessible location;
- Reconcile all account statements on a monthly basis and follow up on outstanding invoices or checks as needed;
 - o Reconcile deposits and withdrawals monthly
 - o Forward to members designate to review entries, compare balances to bank statements and complete monthly bank records
- Manage preparation of monthly financial statements and submit to Treasurer with supplemental reports for review within 30 days of previous month end
- Calculate sales tax from product sales and complete and submit quarterly state sales tax return with payment as necessary; file with appropriate documentation in a readily accessible location
 - o Follow up with Merchandise Lead and Fundraising Coordinators as needed
- Monitor cash flow and transfer funds between checking and money market accounts as needed; with input from Treasurer, open new and/or increase amounts in investment accounts
 - o Review account balances at least weekly
- Receive, review, and forward for approval, if appropriate, all invoices and reimbursement requests submitted for payment; following approval, prepare and mail payment checks within seven days of receipt unless longer payment date is indicated on invoice; file with appropriate documentation in a readily accessible location;
- Enter all vet invoices paid by Medical Coordinator in QB's and reconcile and pay credit card monthly
- Enter donations received in mail and via ACH deposits in donor database
- Prepare checks and cash received for weekly deposit including deposit slip completion, reconciliation with check register report, and file in a readily accessible location;
 - o Weekly/Daily entries in QuickBooks of all cash and checks received at p.o. box or resulting from on-site merchandise sales
 - o Follow up with donors and meet and greet leads as needed for accurate entries
 - o Follow up with Adoption Coordinator re outstanding contracts and disclosures

- o Follow up with Membership Coordinator re dues payment issues and meeting and picnic registrants
 - o Respond to all corporate matching gift confirmations
 - o Review online payment entries by members posting payments in QuickBooks and in Donor Database
 - Serve as liaison to insurance broker for worker's compensation and general liability insurance; and any other applicable insurance for the organization
 - Receive, review, approve, scan and deliver Adoption Contracts and Adoption Applications received to interested parties
 - Prepare annual budget for board review and approval.
 - o Review current and past year financial trends, solicit input from coordinators for new programs/projects, review nonprofit salary trends, prepare budget assumptions for audit committee review, prepare current year projections and next year's budget for board review and discussion
 - Distribute various QB reports as needed to coordinators
 - Provide various fiscal advice or guidance to other coordinators relevant to their tasks
- Serve on the AGaG Board of Directors; participating in AGaG Board meetings every other month and attend AGaG bi-annual general membership meetings.

Qualifications:

- Professional or volunteer accounting experience
- Computer proficiency including a strong working knowledge of Microsoft Excel and computerized accounting software application such as Quickbooks
- Reliable daily access to the internet, e-mail, and scanner
- Ability to handle multiple tasks simultaneously, work independently, and complete tasks in a timely and efficient manner
- High level of organization skills, attention to detail, and follow through
- Strong written and verbal communication skills
- Complete understanding of and adherence to As Good as Gold policies and procedures

Time Requirements:

Average time commitment is 30/35 hours/week, not including meeting attendance and event participation.