



## **Position Description: Finance & Human Relations Coordinator**

*The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.*

The Finance & HR Coordinator (FHRC) position is considered part time (20-30 hours/week), non-exempt in accordance with the Fair Labor Standards Act. The FHRC is an integral part of the OCRCC's administrative team, reporting directly to the Executive Director (ED) and working closely with the Development & Communications Director (DCD) and Development & Administrative Coordinator (DAC) to share administrative functions and achieve agency goals. The FHRC is primarily responsible for managing all aspects of agency bookkeeping.

### **Responsibilities:**

1. *Financial Management:* The FHRC manages all bookkeeping functions for the agency.
  - Maintain all agency accounting records in Quickbooks.
  - Monitor the organizational budget and individual grant budgets to keep spending within limits and certify that grant funds are spent pursuant to contract terms.
  - Manage Accounts Payable transactions, including making payments and coding each payment by category and program.
  - Classify all revenues by source, including the specification of any grant restrictions.
  - Reconcile all accounts on a monthly basis.
  - Maintain a system of internal controls to protect the agency's assets and ensure compliance with Generally Accepted Accounting Principles; make policy recommendations to the ED as needed.
  - Ensure appropriate levels of organizational insurance are met and agency is compliant with all government and grant-specific regulations.
  - Produce monthly reports and provide other financial analysis for the ED, Finance Committee, and Board of Directors.
  - Serve as staff liaison to the Board of Director's Finance Committee.
  - Coordinate the annual financial audit and provide all documentation requested by the auditor.
  - Work with the Development & Communications Director to coordinate sales functions at agency events, including managing registration and payments at the annual Holiday Auction fundraiser.
  - Assist the ED in preparing the annual operating budget, including payroll and program budgets.
  
2. *Grant Management:* The FHRC manages the financial aspects of the agency's government and private grants, while the ED manages grant applications and reporting.
  - Work with the ED to prepare agency, program, and grant budgets for grant proposals.
  - Maintain accounting records for each grant/fund; control and collect invoices and financial documentation for reporting requirements.
  - Prepare financial reports and submit reimbursements for each grant/fund as required by the funder.

3. *Human Resources:* The FHRC coordinates payroll and benefits for the agency's staff members, while the ED manages personnel.
  - Submit payroll information and ensure that adequate funds are in place to meet payroll.
  - Maintain employee leave records and timesheets.
  - Serve as the agency's liaison for insurance and benefits vendors (i.e., health insurance, professional liability, workers' compensation, etc.)
  - Coordinate employee enrollment with tax agencies, benefits programs, and payroll.
  - Manage the payment of insurance premiums and retirement contributions on behalf of employees.
  - Review benefits packages; make annual recommendations to the ED and the Board of Directors.
4. *Office Management:* The FHRC will work with the DAC to share duties as applicable.
  - Manage agency purchasing processes, including monitoring and purchasing supplies.
  - Manage relationships with vendors that service the agency's business office needs.
  - Provide assistance to the DAC with office and phone coverage during regular business hours.
5. *General Responsibilities:*
  - Perform any other tasks and trainings deemed necessary by the Executive Director.
  - Work as a team member in order to achieve the mission and vision of the Center.
  - Maintain appropriate standards of confidentiality.
6. *Special Responsibilities:* In accordance with the agency's emergency plans, the FHRC may be requested to complete some duties of the Executive Director in the event of a vacancy or short-term absence in the ED position. At said time, additional compensation may be negotiated.

**Qualifications Required:**

1. Bachelor's degree in accounting or other related field
2. Experience in nonprofit fund accounting
3. Experience in human resources, including basic knowledge of labor laws
4. Proficiency with Quickbooks and Microsoft Office, particularly Excel
5. Can be relied upon to act ethically, with integrity, and in compliance with relevant laws and regulations
6. Superior attention to detail
7. Strong organizational, problem-solving, and multi-tasking skills
8. Ability to appropriately balance focus between long- and short-term priorities
9. Demonstration of cultural awareness, sensitivity, and competency

**Qualifications Preferred:**

1. Licensed as a Certified Public Accountant
2. Demonstrated effectiveness in working on teams to accomplish mutual goals

*Salary:* Dependent upon education and experience. Hiring range: \$16-\$18.75 per hour.

*Schedule:* Flexible schedule of 20-30 hours/week during regular business hours (Monday through Friday, 9am-4pm). Evening and weekend hours are required on rare occasions.

*Benefits:* Benefits are pro-rated to FTE and include health, life, and dental insurance; retirement investment plan; and a generous leave package.