



## Position Description: Finance Coordinator (Part Time)

*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 Coordinator (FC) position is considered part time (10-15 hours/week), non-exempt in accordance with the Fair Labor Standards Act. The FC 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 Coordinator (DC) to share administrative functions and achieve agency goals.

### 1. Budget & Fiscal Management

- In conjunction with Executive Director and key staff, create OCRCC's annual budget, making recommendations to the ED and Board of Directors
- Liaise with all financial stakeholders (outsource bookkeeping agency, tax preparers, tax agencies, auditors, etc.), providing them with the information they need
- Work closely with bookkeeping agency to create financial reports required by the Finance Committee of the Board of Directors
- In conjunction with Executive Director, promote financial literacy throughout the organization, providing training and education on budgeting, financial management by program/grant, and financial reporting needs
- Prepare cash flow projections based on grant payments and anticipated expenditures
- Prepare individual grant surplus/deficit projections and collaborate with program staff to develop corrective spending measures as needed
- Contribute to thinking around cost recovery

### 2. Grant Management

- In conjunction with Executive Director and key staff, contribute to budgetary aspects of grant proposals, driving maximum cost recovery
- Submit budget adjustments to donor agencies as needed
- In conjunction with Executive Director and key staff, think creatively and expansively about spending plans on each grant

### 3. General Responsibilities

- Serve as the agency's liaison for insurance and benefits vendors (i.e., health insurance, professional liability, workers' compensation, etc.)
- Help onboard new employees
- 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.

**Qualifications Required:**

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

**Qualifications Preferred:**

1. Experience working with state and federal grants
2. Licensed as a Certified Public Accountant
3. Experience in human resources, including basic knowledge of labor laws
4. Demonstrated effectiveness in working on teams to accomplish mutual goals

*Salary:* Dependent upon education and experience. Hiring range: \$20-\$25 per hour.

*Schedule:* Flexible schedule of 10-15 hours/week during regular business hours (Monday through Friday, 9am-4pm). Evening and weekend hours are required on rare occasions.

***The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans\* people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.***