



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, service equity, social justice, community involvement, self-care, and empowerment.

The Finance Coordinator (FC) position is considered part time (20 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 Associate Director (AD) and working closely with the Administrative and Operations Coordinator to share administrative functions and achieve agency goals. While this position is administrative in nature, all employees of the OCRCC are expected to contribute positively to the social justice oriented workplace culture, which includes a commitment to social justice principles, cultural humility, and self-awareness.

1. Bookkeeping and Fiscal Management

- Maintain all accounting records of the Orange County Rape Crisis Center on Quickbooks, the computer program currently used by the agency.
- Handle Accounts Payable transactions by preparing checks after approval by Executive Director, Board Treasurer or Board President, including coding each payment by category and program.
- Classify all revenues by source, including the specification of any grant restrictions.
- Produce monthly reports and provide other financial analysis for the Executive Director, Finance Committee and Board of Directors
- Reconcile all accounts on a monthly basis.
- Manage agency's payment of insurance premiums
- Assist in annual financial audit and provide all documentation requested by the auditor.
- Participate as a member of agency's Finance Committee.
- Assist with monthly reimbursement reports for government and private grants.
- Assist in preparation of 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

3. General Responsibilities

- Perform any other tasks and trainings deemed necessary by the Associate and 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.
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
9. Commitment to social justice principles, including willingness to do personal work to contribute effectively to a social justice oriented workplace culture.

Qualifications Preferred:

1. Experience working with state and federal grants
2. Demonstrated effectiveness in working on teams to accomplish mutual goals
3. Experience working in nonprofit settings
4. Knowledge of General Accounting Principles

Salary: Hiring range: \$20- \$25/ hour \$20,800.00 - \$26,000.00

Benefits: Health, life, and dental insurance; 30 days PTO (prorated for PT), 12 paid Holidays, option and flexible scheduling; Wellness Stipend; access to Employee Assistance Program; hybrid (remote + onsite) work options.

Schedule: Flexible schedule of 20 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.*