



JOB DESCRIPTION

JOB TITLE: Office Administrator (Finance Dept.)

STATUS: Full-Time Exempt

Job Code: FOA-0823

Date: August 2023

As a member of the Imprints Cares finance team, the Office Administrator is responsible for both finance and administrative duties. This position supports the finance department and will eventually oversee all administrative duties at our Brookridge location. This position will handle the day-to-day operations and involves close interaction with all staff. The Office Administrator will maintain accurate records and is required to always remain compliant with all laws and company policies. This position will be instrumental in supporting Imprints Cares in fulfilling our mission-driven work, which is to nurture children for lifelong success.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Finance, Accounting Administration

- Responsible for assisting in day-to-day accounting activities including:
 - Account management and daily reconciliations
 - Invoicing and data processing
 - Month-end closing
 - Accounts Receivable
- Monitor ACH payments.
- Monitor credit card balances.
- Assist with financial audits.
- Accounting Support -Send requested information to our outsourced accounting company.
- Support the Director of Finance in preparing for yearly audits.
- Maintain internal controls and financial procedures.
- Comply with federal, state, and company policies, procedures, and regulations related to the Imprints Cares organization.
- Assist in other areas on the finance team as needed.

Procure/Data Management

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

- Assist with data entry.
- Assist with accepting families into the system and checking information for accuracy.
- Assist with entering discounts and financial assistance information.
- Assist with billing.
- Follow up with phone calls and emails.
- Make phone calls and send emails to collect past-due balances.
- Dismiss families from the program that do not pay their balance.
- Run reports in Procure as needed.

Administrative Duties

- Assist with incoming calls and other communications.
- Manage the filing system.
- Greet clients and visitors as needed.
- Maintain office supplies.
- Receive, send, and sort mail.
- Maintain postage meter.

Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field; or equivalent work experience and adept financial skills.
- Proficient in QuickBooks
- Proficient in general accounting principles.
- Operates with integrity, honesty, and transparency. Exercises good judgment and appreciates the need for confidentiality and discretion on sensitive and protected matters.
- Proficient in ProCare is a plus.
- Proficient with Microsoft Office Products (Excel, Word, and PowerPoint).
- Strong attention to detail and process-oriented.
- Demonstrated ability to multi-task and manage multiple priorities.
- Ability to work independently; be self-directed and motivated.

REPORTING RELATIONSHIP:

The Office Administrator will report to the Director of Finance and Assistant Director of Finance with a secondary reporting obligation to the Director of Expanded Learning and Executive Director of Imprints Cares.

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