

FINANCE & ADMINISTRATION COORDINATOR

DESCRIPTION

The Finance & Administration Coordinator's primary responsibilities include financial administration and business management support. The Coordinator will report to the Director of Finance & Administration and will also support Client Service leadership with financial tasks as assigned. The Coordinator will also assist with variable-hour employee tasks, budgets and assigned data entry.

ADMINISTRATION RESPONSIBILITIES

- Serve as day to day liaison between finance department and client service teams
- Process variable-hour employee payroll and record in QuickBooks
- Assist with sweepstakes fulfillment, tracking and administration as needed
- Assist with PHQ/gift card fulfillment, tracking and administration as needed
- Assist with end-to-end project data management across a number of platforms
- Reconcile budgets monthly for select clients and determine receivable amounts
- Assist with company credit card and invoice processing: obtain job costing information from client service teams and track Concur expense report compliance
- Track progress billing against customer purchase orders to ensure timely invoicing and receivables
- Partner with Director of Finance & Administration to track project spend against budget and investigate budget variances
- Analyze and report back bidding process recommendations for vendors; review vendor contracts
- Create and analyze monthly reports on P&L for main profit centers
- Assist as needed with onboarding of temporary staff

REQUIREMENTS

- Highly Proficient in Excel and MS Office Suite
- Strong data entry skills with an excellent attention to detail
- Exceptional organizational and time management skills
- Previous office administration or office management skills a plus
- Experience with QuickBooks and payroll platforms a plus
- Ability to effectively communicate between multiple departments and contacts
- Ability to maintain high level of confidentiality and adhere to company security policies and ethical standards
- REPORTS TO: Director - Finance & Administration