

### **Administrative/Finance Manager General Description**

Under the supervision of the Executive Director, the Administrative/Finance Manager will be responsible for monthly production of invoices for government and foundation grants and contracts.

#### **Functions and Duties**

Invoicing using several different methods against 20-30 specific Government Contracts every month, including:

- Ability to use basic cost information and service productivity reports to produce monthly invoices as compared to budgets.
- Communicate with program staff to gather and attach any productivity or service reports required in contracts.
- Correctly enter information about billing and payments in a Filemaker grants tracking database.
- Use shared productivity tools in Google suite and Dropbox to correctly label and retain correspondence, files and records related to grants and contracts for audit purposes; as well as maintaining paper files.
- Weekly productivity reports tracking time and work product required.
- Timely response to requested information regarding grants and contracts.

#### **Required Skills and Abilities**

- Associate Degree in a related field such as Business Administration or Bookkeeping, or 4+ years of related or equivalent job experience as a bookkeeper, grants manager or billing specialist.
- A working knowledge of Government Contracts and Grants, the ability to read and understand contract terms and conditions.
- Accounts Receivable experience, including tracking payments against invoices.
- Expert with Excel.
- Strong time and project management skills, including managing work on multiple projects and prioritizing work to meet deadlines.
- Quick learner, with ability to apply basic accounting and bookkeeping knowledge across many different types of grants and contracts following simple instructions or by reading the grants and contracts.
- Ability to seek support from supervisor.
- Professionalism, punctuality, flexibility, and reliability are imperative.
- Excellent verbal, written, and interpersonal skills.

#### **Plus Factors**

- Experience with non-profit organizations
- Experience with Macintosh Operating Systems.

#### **Employment Term and Conditions**

This is a full time, position budgeted at 40 hours per week, including paid lunch break, vacation, sick leave, holiday pay, and Employee Assistance Program access. Pay scale is \$23.69 up to \$29.12 per hour depending upon prior experience.

The Volunteer Center follows State and local county mandates regarding vaccinations for COVID-19. Candidates must be vaccinated against COVID-19 as a term of employment.

*The Volunteer Center is an Equal Opportunity Employer and encourages all qualified applicants. The Volunteer Center of Santa Cruz County does not discriminate against volunteers, employees or clients who meet eligibility guidelines for any Volunteer Center programs. If you think you have been discriminated against, please call the Executive Director at (831) 427-5070*