



Center for Volunteer & Nonprofit Leadership
Finance and Operations Coordinator
Position Description

Status: Exempt, Full-time

Reports to: Director of Finance & Operations

Organization

Center for Volunteer & Nonprofit Leadership (CVNL) is dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community. The Manager plays a key role in addressing the needs of Bay Area nonprofit leaders by providing them with the tools and training they need to take their impact to the next level.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. www.cvnl.org

CVNL is committed to providing resources and services aimed at creating a stronger nonprofit sector and a more engaged community. We offer a dynamic, team-oriented work environment and the opportunity to be part of a highly regarded organization.

Position

The Finance & Operations Coordinator will report to the Director of Finance & Operations and will perform daily operational accounting tasks including bookkeeping, accounts payable and receivable, and expense management. With the support of the Director of Finance & Operations, the Finance & Operations Coordinator will work to ensure application of proper controls and compliance with internal policies, procedures, and generally accepted accounting practices ("GAAP"). The Finance & Operations Coordinator will play an important role in supporting the Director of Finance & Operations in processing and completing the monthly reconciliation and close process, the year-end reconciliation and close processes, the preparation and submission of annual audit materials, preparation and completion of other financial and audit reports and processes. The ideal candidate will possess a background in nonprofit accounting. The candidate should possess strong written and verbal communication, problem-solving skills, and organizational skills and be comfortable working in a face paced, diverse environment.

General Responsibilities

- Conducting day-to-day transactions including accounts payable and receivable, vendor accounts reconciliation and vendor records maintenance
- Daily entries and updates to donor's accounts
- Assist in preparing for annual audit which includes discovery, preparation and review of docs requested by external auditors
- Manage monthly credit card expenses and ensure compliance with internal policies
- Assist in preparation of monthly financial reports, including the board report
- Demonstrate strong understanding of process flows and internal controls



- Assist in preparation of annual budgets, including revenue and cost allocation discussions and forecasting discussions
- Assist in preparation of payroll, including timecards reminders and management of accrual vacation/sick time
- Manage new employee orientation: provide new forms, explain finance policies and procedures, and create key fobs/keys
- Responsible for office management including, but not limited to, telephone and internet services, connecting with building management, postage and UPS services, copier and all lease equipment, and office supplies order
- Perform other general clerical duties and office administration including but not limited to filing and photocopying

Requirements

- Bachelor's degree in Finance or Accounting, or equivalent degree and/or work experience
- Strong, practical understanding of GAAP and nonprofit accounting
- Strong knowledge of QuickBooks
- Proficient in Excel and MS Office
- Strong organization skills; good attention to detail
- A quick learner and team player
- Good problem solving and analytical skills

Physical Demands

In addition to basic computer desk work, the employee is required to stand, walk, and reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds.

Salary and Benefits

Competitive/commensurate with experience and other qualifications. This is a full-time position with benefits.

To be considered an applicant

- Email resume and cover letter to: lmwamba@cvnl.org
- Please put Finance and Operations Coordinator in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- Resumes must be submitted with a cover letter
- No phone calls please

CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.