



65 Mitchell Blvd Suite #101  
San Rafael, CA 94903

## **Center for Volunteer & Nonprofit Leadership Finance & Operations Coordinator Job Description**

Status: Exempt, Full-time

Reports to: Director of Finance & Operations

**About the Center:** Since 1964, the national award-winning Center for Volunteer & Nonprofit Leadership (CVNL) has advanced nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals throughout the Bay Area. CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. 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. With confident and prepared leaders, nonprofit will be better equipped to create healthy, happy communities. Visit [www.cvnlo.org](http://www.cvnlo.org) to discover more.

**Mission Statement:** We advance nonprofits and volunteerism by strengthening leadership, encouraging innovation and empowering individuals in our community

**Position Overview:** CVNL seeks a detail-oriented and highly organized individual to ensure that all operational accounting and financial support is timely and accurate and consistent with all organizational policies and procedures. The Finance & Operations Coordinator is responsible for the day-to-day accounting & operations functions of CVNL.

### **Responsibilities:**

#### **I. Accounting & Finance**

- Ensure that all accounting policies and procedures are communicated to staff and being followed
- Processing of all accounts payable transactions including: preparation and tracking of purchase orders and expense reports; match vendor packing lists and purchase orders to vendor bills and credit card charges, working with staff to ensure accuracy of each and proper classification, approval and routing of invoices; enter bills and write checks; add/maintain vendor records, including maintenance and monitoring of A/P; run A/P aging reports; provide payees with W-9 form; process 1099's at calendar year-end; maintain positive vendor relationships
- Processing of all accounts receivable transactions: including daily receivable transactions, verifying transaction information and creation of customer invoices and sales receipts. Oversee receipt, logging, and collection of payments, make deposits as needed; add/maintain customer information including review and monitoring of A/R; run A/R aging detail reports, and identifying delinquent accounts
- Provide support for all organizational events as needed/including day of
- Maintain historical records by proper filing of documents
- Other duties as assigned

## **II. Human Resources**

- Have knowledge of and help maintain compliance with all employee policies and procedures
- Prepare and maintain master employee forms, employee packets, and employee records and files
- Maintain all vacation and sick leave records
- Other duties as assigned

## **III. Systems Support Assistant**

- Assists in the installation, maintenance, and general support of systems
- Assist in setting up new employee's computers, network access and security, passwords, etc.
- Other duties as assigned

## **IV. Facilities**

- Distributes incoming mail, orders & distributes office supplies as requested by staff
- Orders & maintains office, kitchen supplies & supplies requested by staff
- Performs general maintenance of office equipment
- Other duties as assigned

### **Required Qualifications:**

- Expertise in QuickBooks and Excel
- 3-5 years of recent bookkeeping experience (experience in A/P, A/R and records management) & at least 2 years completed of coursework in finance, accounting, or business management (or equivalent experience)
- General computer fluency, including competence in basic office software (Microsoft Office) and Internet, typing/word processing and data entry skills
- Excellent interpersonal skills (e.g. strong oral and written communications skills, problem solving, active listening and learning, critical thinking)
- Excellent planning, organizational, follow-up and tracking skills
- Attention to detail, accuracy, and thoroughness
- Able to prioritize and perform several tasks concurrently with ease and professionalism, ability to multi-task start/stop often
- Able to work to deadlines and able to work on own initiative
- Discreet, flexible, self-motivated, with the ability to work independently and with a team

### **Preferred Skills and Abilities:**

- Experience in working in nonprofit organization preferred
- Familiar with reconciling 3<sup>rd</sup> party merchant sites i.e.; PayPal

### **To be considered as an applicant:**

- Resume and cover letter by Email to: [ldavis@cvnl.org](mailto:ldavis@cvnl.org)
- Please put Finance & Operations Coordinator in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email

### ***Salary and benefit package based on experience***

Center for Volunteer & Leadership is an equal opportunity employer and makes employment decisions on the basis of qualifications. CVNL 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.

Submission of your application is not an offer of employment or an employment contract