



Office Manager/Financial Coordinator

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| Position reports directly to: | Executive Director |
| Positions reporting directly to this position: | None |
| Primary Work Location: | Office at Horizon Campus |
| Starting salary: | \$50,000 |
| Status: | Full Time (Non-Exempt) |

Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, Florida. Our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County. Currently, The Education Foundation has four main funding initiatives:

1. Senior Scholarships – A college scholarship program open to all high school seniors in Alachua County
2. Catalyst for Change – A competitive grant program available for teachers and schools awarding \$2,000-\$6,000 per year for innovative projects.
3. Take Stock in Children – A scholarship and mentoring program working with low-income youth, we currently have 350 students in this program.
4. Funds Held for Others – A separate bank account we hold for the Alachua County Schools Volunteer program. Funds are separate but receipts may come through our organization.

Job Summary:

Responsible for all bookkeeping, financial records, state legislative reporting, accounts receivables/payables, payroll, reconciliation of all bank statements and prepares all financial reports. Works closely with the Executive Director on fundraising events, donor acknowledgements, thank you letters, and grant programs. Accurately records all financial transactions for the organization for the various programs using QuickBooks software.

Specific Duties Include (not limited to):

- Manage the day-to day financial operations using QuickBooks online
- Reconcile and close month/year and create financial reports to present at monthly Finance Committee and board meetings
- Manage all payroll (TriNet) and employee relation matters including timesheet verifications from program directors and inputting, mileage, participation in benefits, on/off boarding.
- Manage and prepare necessary documents for the annual audit and state compliance reporting (Take Stock in Children-Quarterly; License for Learning-annually)
- Assist Executive Director with program tracking, and fundraising events as needed (i.e. silent auction, recording donations, ticket sales, event planning and other duties as assigned)

- Supply Ordering and various other purchases.
- Ability to streamline and maintain all operating databases (Donor Perfect, QuickBooks, TriNet)

Minimum Training and Experience:

1. Minimum of two years bookkeeping experience (Understanding of Non-Profit accounting)
2. Proficient computer skills
3. Strong written and oral communication skills
4. Organized and self-motivated; Adaptable to effectively prioritizing demands;
5. Travel/Attend events as needed
6. High School diploma
7. Two years of accounting higher education experience or more, and two years of related work experience -OR- 4 years of comparable work experience will be considered in place of education.

Employment Eligibility:

All offers of employment are contingent on passing a thorough background check required by government agencies at the federal, state, and local levels. As an equal opportunity employer, The Education Foundation of Alachua County and Take Stock in Children hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

Anyone who is interested should send their cover letter and resume to Tatila Brock-Paul at brocktt@gm.sbac.edu