

**Effective Date**

September 1, 2021

**Title**

Office Coordinator

**FTE Status**

1.0 FTE

**Education**

Bachelor's degree preferred but not required. Experience may substitute for degree.

**Role**

The Office Coordinator position requires a motivated and self-starting individual to handle the day-to-day operations and oversee and execute administrative activities to help run an efficient, smooth, and effective office and organization. This full-time position reports to the Executive Director and works closely with other staff to support their office and bookkeeping needs while also providing support and scheduling direction for various contractors.

**Job Summary**

The Office Coordinator is a critical team member responsible for organizing office operations and procedures to ensure organizational integrity, effectiveness, and efficiency. The position supports the entire organization through a variety of administrative, clerical, and financial tasks. Strong communication skills are required as this position is one of the first interactions the public, donors and volunteers may have with MTGA. A strong team player will be needed to ensure positive and professional communications. This position supports MTGA team, members, donors, volunteers, and vendors to ensure day-to-day and regular financial operations in the office run in alignment with the core values, vision, and mission of MTGA.

**Essential Functions***Administration*

*To ensure the organization operates effectively, efficiently, and transparently; accurate and quality data entry and record keeping are essential. Position responsibilities include a systems wide approach to financial and organizational data entry and recordkeeping utilizing multiple platforms including Salesforce, QuickBooks, and Excel.*

*Typical duties include:*

- Oversee support of Salesforce database to ensure database accuracy and corresponding communications and other key details are maintained.
- Manage and execute related paperwork and filings for new hires, assisting Executive Director as needed
- Manage insurance coverage for the organization and assist with coordination of insurance for special events
- Order office supplies and equipment, including IT, in anticipation of needs and at the request of staff; coordinate service requests with vendors
- Develop and maintain filing system and procedures (electronic and/or paper) for record retention, protection, retrieval, transfer, and disposal



- Keep yearly calendar of important dates, including tax filing deadlines, board meetings. Complete and submit nonprofit updates and filings to comply with State requirements
- Manage and prepare materials for distribution before Board of Directors meetings, attend Board meetings.
- Provide clerical and administrative support to team members as requested
- Manage and distribute incoming and outgoing mail
- Answer the telephone, take messages, and deliver them to staff. When other staff is away, at their request, check and process their voice messages
- Manage logistics related to operations and maintenance of the office, including lease and sublease arrangements
- Interact with donors, volunteers, and vendors to develop and maintain a favorable public image
- Pick-up and delivery of office related materials and errands as needed/requested.
- Miscellaneous: Fulfill other administrative and operational functions as requested

### *Financial*

*An important component of this position is the transparent, ethical, accurate and high-quality control of the organization's financial transactions and records. In addition to establishing and supporting systems for regular bookkeeping, this position operates, in close consultation with the Executive Director, Treasurer, and staff, and plays an instrumental role in the development and preparation of the annual budget and audit. Typical duties include:*

- Maintain orderly filing and records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance
- Ensure all donations are recorded in the Salesforce database following established protocols to ensure consistency with QuickBooks accounting system
- Record receipts and make bank deposits; recording transfers to appropriate bank accounts as needed.
- Issue invoices as needed and ensure timely payment; and ensure consistent coding and invoicing for projects and budget. Ensure that receivables are collected promptly, and vendor invoices are paid in a timely manner. Provide vendors with IRS nonprofit 501(c) (3) letter, W-9 form, and sales tax exemption forms as requested and monitor invoices for compliance
- Monitor purchases to ensure approval levels follow MTGA finance policy.
- Record sales taxes from merchandise sales and maintain accurate records for remittance.
- Collect and monitor receipts for all staff credit card purchases and insure timely remittance
- Audit & Budget:
  - Provide all the financial documents required by the external auditors for the annual audit
  - Monitor fixed asset additions and disposal
  - Maintain records of all pledges to comply with accounting standards, issue pledge statements
  - Assist Executive Director and staff with the preparation and of the annual budget including evaluating budget structure and function and running necessary reports for staff to develop budgets

### *Supervisory Responsibilities:*

Supervisory responsibilities include training, planning, delegating, and assigning work, checking and approving work product and hours. The position also serves as primary contact for scheduling outside contractors.

### *Qualifications*

- An understanding of MTGA's mission and role in the community
- At least three years' experience in an office setting, familiarity with GAAP and non-profit accounting preferred
- Highly skilled with MS Office and QuickBooks accounting software
- Familiarity with federal and state government accounting and auditing desired
- Working knowledge of Salesforce database software preferred
- High quality communication, administrative, and interpersonal skills required to interact with donors, volunteers, vendors, and coworkers in a positive and professional manner
- Superior organizational skills, high degree of accuracy, attention to detail
- Excellent data entry and database management skills
- Ability to work both independently as well as in a team environment
- Analytical ability to gather and summarize data, prepare reports, and find solutions to various administrative problems.
- High degree of confidentiality, discretion, and judgment required
- Integrity, honesty, and ethical decision making required.

### **Other Information**

- While performing the responsibilities of this position, the employee will work in typical office conditions as well as in outdoor weather conditions.
- Employees must be able to constantly operate a computer and other standard office machines, and constantly communicate with internal staff as well as external partners.
- Employee must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Occasionally travel independently both in state and out-of-state.
- Attend evening and weekend meetings and events and travel overnight as needed.
- Must have a valid driver's license and be able to provide proof of valid auto insurance.

### **Compensation**

This is a non-exempt, full-time position with a starting salary of \$40,000, commensurate with background and experience. MTGA offers a suite of benefits including 401k, health insurance, and flexible work schedule.

### **About MTGA**

Michigan Trails and Greenways Alliance is the statewide voice for nonmotorized trail users, helping people build, connect, and promote trails for a healthier and more prosperous Michigan.

As a 501 (c)3 nonprofit organization, Michigan Trails advocates, promotes and enables trail work all over Michigan with a focus on maintaining Michigan's national leadership role in both land and water trails.