



JOB TITLE	Administration and Finance Coordinator
STATUS	Regular Part-Time Employee (10-12 hours per week)
SUPERVISOR	Board Treasurer and Finance Committee
HOURLY RATE	\$18-22/hr DOE
FLSA CLASSIFICATION:	Non-Exempt

The Nordic Ski Club of Fairbanks is a non-profit organization dedicated to the promotion and enjoyment of Nordic skiing. Throughout our ski season, we organize a variety of recreation and competitive activities for skiers of all ages, including group tours, youth programs, clinics, races and trail maintenance. The Administration & Finance Coordinator plans and coordinates the administrative services of the organization, including records and information management, bookkeeping, and other administrative and financial support services.

Primary Duties

Office Management & Administration

- Distribute and respond as necessary to correspondence using administrator email account
- Attend monthly Finance Committee and Board meetings
- Collect all mail from the NSCF mail box; distribute as necessary
- Maintain NSCF paper and electronic files in compliance with Financial Policies
- Ensure all annual filings, licenses, dues and subscriptions are up to date
- Work with Finance Committee to ensure that NSCF Staff, Board of Directors, and other assets are adequately insured at all times

Bookkeeping and Finance

- Review, appropriately code, and process all financial expenses to include reimbursement of expenses, payment of expenditures, and allocation of shared operating expenses
- Track all income to include receipt of membership dues, donations, special events, and program income
- Work with designated Finance Committee member to complete monthly bank and credit card reconciling
- Provide grant support by maintaining records and providing financial reports
- Provide timely financial reporting each month to the Finance Committee for analysis and forecasting
- Provide detailed monthly income and expense reports to program Coordinators; work with Data and Program Coordinators to accurately enter income and expenses into accounting software
- Assist with organizational budget preparation and revision

- Assist with preparations for annual Form 990 filing and 1099 Forms distribution - preparation of all tax documents is completed by the Club's accountant
- Payroll is not a responsibility of this position as it is managed by the Treasurer and processed by the Club's accountant

Required Qualifications

- Associates or Bachelor's degree, or equivalent Business, Office Management, or Bookkeeping certificate; may substitute 5 years of relevant experience for degree or certificate
- Advanced knowledge of Quickbooks

Preferred Experience and Attributes

- Prior experience with nonprofit bookkeeping and grant accounting
- Significant work experience with office procedures; non-profit sector familiarity a plus
- Excellent knowledge of MS Word, Excel, and Google applications
- Demonstrated track record of developing and maintaining strong working relationships. This position works with club members, volunteers, staff, the Finance Committee, and the Board of Directors
- Self-motivated and comfortable working independently

Work Schedule & Location

- The Administration & Finance Coordinator is required to complete on average 10 hours of work per week and no more than 620 hours annually, unless otherwise approved
- The work schedule can be flexible as approved by the Board Treasurer
- Work location is flexible

Job Performance Evaluation

- The Administration and Finance Coordinator reports directly to the Treasurer or a designated member of the Finance Committee
- Job performance evaluations will be conducted semi-annually by the Finance Committee