



Finance & Operations Coordinator Job Description

Status: Full time; Exempt

Reports to: Director of Finance & Operations

Summary:

The Oklahoma City Public Schools Foundation is seeking a dynamic professional who believes strong schools make strong communities. The Oklahoma City Public Schools Foundation provides strategic, focused, and impactful work aligned with the district's priorities by connecting community with our schools. Oklahoma City Public Schools is the state's largest traditional school district, serving 34,000 students in 63 schools, with more than 6,000 teachers, support, and administrative staff. One of our strategic focus areas is to support efforts to recruit and retain urban ready teachers and leaders, with this position playing a key role.

Finance & Operations Coordinator Position Overview and Qualifications:

This position will function as bookkeeping & operations support for the Director of Finance & Operations, but will also have projects assigned by the President/CEO. Each individual member of the Foundation's small team plays a critical role and contributes to the organization's impact and each member assumes varied duties.

The position will have a diverse set of duties and responsibilities. Qualifications and traits of a successful candidate include:

- Flexibility and the ability to thrive in a busy environment
- Detail Oriented
- Ability to take initiative; a self- starter
- Ability to identify and creatively solve problems
- Possess critical thinking skills
- Possess a growth mindset and belief in continuous improvement
- Passion for our mission
- Proficiency with Microsoft Suite of products and data- base management. DonorPerfect & QuickBooks experience a plus

Financial Responsibilities:

- Perform daily deposit activities
- Perform general QuickBooks data entry

- Process incoming invoices & generate check request forms
- Generate initial & monthly invoices for open accounts receivable pledges
- Organize and file financial related documents
- Assist Director of Finance and Operations with retrieving required documents for annual audit
- Reconcile credit card statements with transaction documentation
- Assist with records retention compliance
- Other financial duties as assigned

Donor Management Responsibilities:

- Manage DonorPerfect maintenance, entries, & reporting
- Regularly generate donor acknowledgement & tax receipt letters
- Monitor & Update external organizational profiles including GiveSmartOKC, Charity Navigator, and Guidestar

Fundraising Events & Campaign Responsibilities:

- Assist with preparation of campaign materials
- Assist before, during, and after day-of Foundation campaigns & events
- Prepare event sponsorship & campaign materials
- Other campaign and event related duties as assigned

Operations Responsibilities:

- Answer, screen, & forward incoming phone calls
- Receive visitors by greeting, welcoming, directing, & announcing them appropriately
- General administrative duties such as filing, photocopying, catering orders for meetings, etc.
- Keep main office areas welcoming & clean; unlock/lock front doors at the beginning & end of day
- Oversee general office supply inventory and order new supplies when necessary.
- Assist with board, committee, & event scheduling; set up and tear down as well as preparing event & meeting materials as needed
- Pick up/deliveries as necessary.
- Other administrative duties as assigned

Other requirements and working conditions:

- Use of a car required: legally registered and insured for daily use
- Use of a computer/monitor, telephone and copier daily
- Physical Requirements: Lifting/Carrying: Heavy work: may include routine lifting of a maximum weight of 50 lbs. Pulling/Pushing: combination of sitting, standing, walking and driving on a frequent basis
- Flexible schedule with willingness to work occasional evenings and weekends where required
- Team environment with frequent group meeting participation

QUALIFICATIONS

Bachelor's degree or an equivalent combination of education, skills and experience.
Experience working for a not for profit organization preferred.

COMPENSATION

Salary is commensurate with education and experience. Benefits include fully sponsored/funded (no employee contribution required) health, dental, vision, life and disability insurance for the employee; generous employer contributions to employee 401(k) account; tiered paid time off plan; 11 paid holidays as well as paid days off for workdays between Christmas Day and New Year's Day.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The person hired may be requested to perform job-related responsibilities and tasks other than those expressly stated in this job description.