

**JOB DESCRIPTION
DEVELOPMENT/FINANCE COORDINATOR**

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The Development/Finance Coordinator is a combination of two part time positions and holds a dual role. The role of this position is to foster the energy of stewardship through gratitude and appreciation.

SUMMARY

The Development/Finance Coordinator is the administrative support person for the Director, assists with fundraising and finance, and will be supervised by the Director.

RESPONSIBILITIES

Development

1. Administrative Assistant to Director
2. Generate thank you letter for all donations
3. Record keeping and follow up
4. Ordering of acknowledgment and premium items
5. Provide support for annual donor weekend
6. Coordinate mailings as assigned
7. Assist director for special events
8. Prepare donor list and provide editorial support for Rowe Zone

Finance Responsibilities

1. Accounts payable and receivable
2. Payroll
3. Petty Cash System
4. Bank Reconciliations
5. Monthly Financial Statements
6. End of year bookkeeping

Financial Accountability

1. Responsible to maintain paperwork for tax exempt status
2. Complete information for 990 report yearly by November 1st
3. Research and manage insurance policies, including property, liability, and employee health policies
4. Research and manage service and utilities providers, including telephone, credit card, flyer printing and distribution, and suppliers

Office Responsibilities

1. Responding to all forms of communication: mail, e-mail, telephone, fax.
2. Secondary telephone answering responsibility during business hours.
3. Support at registration
4. Customer service

ALL STAFF REQUIREMENTS

1. Attend weekly staff meeting, monthly core staff council, and community meetings
2. Help out during flyer parties, food deliveries, kitchen move, KP, and other community work and play projects
3. Cook community meal every other week

QUALIFICATIONS AND EXPERIENCE

Skills Required: good organizational skills, attention to detail and accuracy, clear and pleasant telephone personality, and excellent computer management skills

Work Experience and Education Required: two years bookkeeping experience, full understanding of accrual accounting principles