



<b>Job Title</b>	Finance Administrator	<b>Department</b>	Finance
<b>Status</b>	Non-Exempt, Full-time	<b>Reports to</b>	Chief Financial Officer

**General Description**

The Finance Administrator is responsible for the day-to-day finance and accounting activities of the Cliburn. This position ensures financial data is entered correctly and accurately, and reconciled timely. Primary responsibilities include accounts receivable, accounts payable, and reconciliations. The Finance Administrator serves as the primary finance department liaison to other departments.

**Responsibilities**

**Accounts Receivable**

Ensures all revenue transactions are entered into the accounting system timely and accurately.

- Processes donations and invoices for donors
- Processes sales orders and invoices for earned revenue
- Collects timely on constituent accounts
- Processes cash receipts and makes deposits
- Works collaboratively with revenue team to maintain accurate constituent records

**Accounts Payable**

Ensures all expense transactions are entered into the accounting system timely and accurately.

- Processes vendor invoices and payments
- Processes expense reimbursements and payments
- Maintains accurate vendor records and forms W-9 and W-8 BEN
- Monitors budgets and spending across departments

**Accounting and Finance**

Ensures accurate financial data and prepares financial reports.

- Performs monthly accounting activities, such as account reconciliations and general ledger entries
- Generates financial reports for CFO
- Assists with tax filings, such as forms 1099 and 1042, and quarterly sales tax reports
- Assists with annual accounting activities in coordination and completion of annual financial statement audit
- Maintains banking relationships

**Finance Department**

Ensures completion of the day-to-day tasks of the finance department.

- Manages finance department recordkeeping
- Safeguards confidential information
- Attends and supports organization events as scheduled by the CFO
- Performs other duties as determined by the CFO
- Enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn’s mission

**Education, Experience, and Attributes**

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| <ul style="list-style-type: none"> <li>• Bachelor’s degree required</li> <li>• 3–5 years of relevant experience required</li> <li>• Knowledge of GAAP and not-for-profit accounting preferred</li> <li>• Proficient in Microsoft Office and accounting software</li> <li>• Ability to efficiently operate a 10-key</li> </ul> | <ul style="list-style-type: none"> <li>• Trustworthiness and ability to handle confidential materials and situations</li> <li>• Self-motivated and directed</li> <li>• Strong organizational skills and attention to detail with high degree of accuracy</li> <li>• Ability to problem solve and adapt to changes quickly and with grace</li> </ul> |
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\*\*\* Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission \*\*\*