

POSITION DESCRIPTION

Title: Office & Administrative Coordinator

Reports To: Accounting & Operations Manager

SUMMARY

The Office & Administrative Coordinator is responsible for providing office-wide support to ensure day-to-day operations run smoothly. Provides office/facilities, administrative, and bookkeeping support to staff as directed and special projects as needed.

DUTIES AND RESPONSIBILITIES

Office/Facilities Support

- Conduct professional and warm interactions with both internal and external stakeholders; greet, welcome, and assist all visitors.
- Respond to all incoming telephone, email, and mail communications, handle wherever possible or escalate/forward to appropriate staff where necessary.
- Order, organize, and maintain all office supplies, technology, furniture, groceries, kitchen supplies, and branded materials.
- Maintain and clean public spaces and storage areas, including daily opening and closing duties.
- Provide support for internal and external meetings including requests for facility use, logistics set-up, catering, location, and any other needs that arise.
- Manage office-wide conference room, out-of-office, and info calendars.
- Coordinate with building management as needed and serve as the point of contact for all office maintenance issues and parking requirements.
- Serve as floor warden and participate in annual safety training provided through building management and relay emergency procedures to staff members.
- Ensure electronic records are well-maintained and in accordance with the electronic file guidelines; coordinate quarterly maintenance of electronic files with staff.
- Manage office-wide fixed assets; maintain inventories, property acquisitions, removals, and repairs in a timely manner.
- Obtain and act as office notary for all necessary documents, if applicable.
- Support day-to-day operations of shared office technology in cooperation with applicable technology staff member(s) (e.g., phone system, Zoom Conference Rooms, printers, AV equipment).

Administrative Support

- Assist with data entry, data/survey management, and reporting.
- Assist in scheduling and managing appointments, meetings, and travel logistics for staff members as necessary.
- Provide administrative support for events, including nametag preparation, folder stuffing, and expense reimbursement form collection.
- Provide support for and help execute periodic mass physical mailings.
- Support in the onboarding/offboarding processes, including sending applicable meeting invites and assigning tasks to the appropriate employee(s).
- Plan and coordinate internal birthday and anniversary celebrations.

Bookkeeping Support

- Enter and process invoices into BILL (payment processor) on a weekly basis. Coordinate with team members to ensure complete information and timely payment.
- Coordinate distribution and collection of information for credit card expense reports.
- Ensure proper collection of W-9 and Independent Contractor Agreement documentation for new vendors/contractors.
- Monitor, summarize, and flag both physical mail and emails sent to certain accounting contacts/inboxes.
- Assist in bookkeeping, specifically including bank reconciliation preparation, transaction/journal entry recording.
- Assist in the budgeting process, specifically with data input and planning for office/operational expenses.
- Assist in the compilation of data for use in connection with external audits/reviews.

Special Projects & Other

- Assist and complete special projects as assigned.

QUALIFICATIONS

- Associate degree or 2+ years of equivalent experience
- Advanced computer skills using Microsoft Office and office technology.
- QuickBooks Online, CRM, and survey tool experience beneficial.
- Detailed oriented with skills in multi-tasking and managing competing priorities.
- Strong interpersonal, verbal, and written skills
- Regular and predictable attendance and promptness.
- Ability to be licensed as a Notary Public.

WORKING ENVIRONMENT

- This is a full-time non-exempt office position, 8 am to 5 pm, Monday-Friday, not remote/hybrid.
- Occasional evening and weekend work required. Occasional local travel required.
- Occasional lifting of up to 45 lbs.

BENEFITS & COMPENSATION

- Base compensation (annualized): **\$57,000-\$67,000** per year
- The foundation currently offers a comprehensive benefits package.

HOW TO APPLY

This role will remain open until filled. The preferred application date is May 8, 2024. Candidate materials will be reviewed on an ongoing basis and initial interviews will begin in mid-May.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to careers@boettcherfoundation.org and include "Office & Administrative Coordinator" in the subject line. Early applications are strongly encouraged.

We believe in the promise of Colorado and the potential of Coloradans because courageous leadership benefits every community in our state. By investing in people, programs, and organizations, we provide a foundation for transformational impact and community building.

We connect and build up Colorado's doers and difference makers.