



JOB OPPORTUNITY

Family Voices is a national, family-led organization of families and friends of children and youth with special health care needs (CYSHCN) and disabilities. Family Voices focuses on achieving social justice and health equity by ensuring that families are at the center of children's healthcare. We connect a network of 64 family-led organizations across the States, territories and tribal groups that provide support to families of CYSHCN and help them navigate health care systems. We promote equitable partnerships with families at all levels of health care including individual and policy decision-making levels, to improve health care services and policies for children with special health care needs and their families.

Title: **Finance and Administrative Coordinator**

Reports to: Finance Manager

Summary: The Finance and Administrative Coordinator is a highly skilled family-friendly member of the Family Voices national office team, located in Lexington Massachusetts. This individual is expected to be an experienced general administrator in a fast-paced national non-profit organization. The Finance and Administrative Coordinator will provide administrative support in three areas: finance administration, general administrative and clerical support; general technology administration.

Position Status: This is a full-time (40 hours per week), non-exempt position with benefits.

Compensation: \$40K - \$50K, depending on experience.

Work Location: Depending on the qualifications of the selected candidate, the position may be remote or a hybrid combination of remote and in-office.

Responsibilities and Duties:

Finance Administration

Assist with financial management activities as directed by the Finance Manager to include, but not limited to:

- Process and maintain accounting documents and receipts
- Maintain monetary log
- Process fiscal management forms, including purchase requests, travel, check requests, and others
- Assist with processing bill payments
- Assist with annual audit

- Maintain accounts payable systems in collaboration with Finance Manager
- Maintain entry of approved invoices/bills to payment system (Bills.com)
- Assist in the dissemination and tracking of monthly project expense and invoice approvals
- Assist in the creation and monitoring of subrecipient, consultant, and subcontractor contracts
- Assist in the oversight and maintenance of corporate records of the organization
- Make travel arrangements for staff when required by projects
- Provide general administrative support

General Administrative and Clerical Support

- Assist with administrative tasks for the organization including purchasing, information technology, facilities management, telecommunications, printing, and general support services
- Respond to general inquiries about the organization via phone, email, and/or social media
- Provide administrative support in organizing and archiving organization's records
- Conduct general office activities, including, but not limited to:
 - Answering phones including taking and routing messages to appropriate staff or organizations
 - Filing/faxing materials and correspondence
 - Assisting with mass mailings, especially mail merged documents
 - Organizing and maintaining office supplies
 - Receiving and processing incoming mail
 - Processing and tracking publication orders and maintaining inventory
 - Updating office forms
 - Assisting with Family Voices conferences, workshops, and similar training activities
 - Developing and maintaining organization's databases, including donor database
 - Track and follow-up on staff data reports

General Technology Administration

- Orient new staff in technology selection; supporting use of existing tech systems, including SharePoint
- Facilitate purchase of new technology consistent with organization's purchasing guidelines
- Maintain inventory of all technology for the organization
- Data entry in Salesforce
- Assist with administrative tasks related to affiliate organizations, including tasks related to annual renewal process

The Finance and Administrative Coordinator will perform other duties and work tasks necessary for successful, efficient project management and achievement of Family Voices goals and objectives.

Qualifications and Skills:

- Experience providing clerical and administrative support
- Specific evidence of capacity to work independently and collaboratively in a virtual workspace
- Candidate must have dedicated workspace at home that facilitates productivity
- In-depth understanding of entire MS Office suite and range of other software applications related to communication, teleconferencing, fiscal, and team project tracking and collaboration
- Ability to set and adjust workload priorities daily
- Excellent problem solving and critical thinking skills
- Excellent organizational and administrative skills with scrupulous attention to detail
- Excellent professional-level oral and writing skills, including crafting effective business communications; preference for multilingual individuals
- Demonstrated willingness and ability to work both independently and collaboratively with others, sometimes in a high-stress, fast-paced environment
- Ability to be flexible, proactive, resourceful, and efficient with a high level of professionalism
- Must be able to meet deadlines in a fast-paced quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Experience with evaluating and implementing organizational technology solutions
- College degree and minimum of 3-5 years of related experience; candidates without degree but with equivalent work experience are encouraged to apply
- Preference will be given to multilingual applicants and those with lived experience as a family member of individuals with special health care needs

Qualified Applicants should submit a well-written cover letter and resume to:

Applications_Finance_Admin_Coordinator@familyvoices.org

Family Voices is an equal opportunity employer.

We provide equal employment opportunities to all employees and applicants and prohibit discrimination and harassment of any type without regard to race, color, national origin, religion, age, sex (including pregnancy, gender identity, or sexual orientation), parental status, disability status, genetic information (including family medical history), military service, political affiliation, or other non-merit-based factors. We recruit, train, compensate, and promote regardless of these factors.

At Family Voices, we pride ourselves on striving toward ongoing inclusivity, equity, diversity, and belonging. These concepts are more than just a commitment at Family Voices. Instead, they form the foundation of what we do. We are fully focused on equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.

Family Voices believes that these factors are essential to the quality of our work on behalf of children and youth with special health care needs and their families.