

Position Start Date: Immediately

Position Title: Finance and Operations Coordinator

Pay Rate: \$18-\$21/hr depending on experience and qualifications

Hours: 32-40 hrs/wk Standard 9 am - 5 pm schedule Monday - Friday with occasional weekend and evening events

Location: Reno, Nevada - flexible work schedule with in-office and remote work duties

Mission: Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing dynamic K-12 education, youth leadership engagement, and community outreach programs focused on energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) career opportunities. Established in 2007 and based in Reno, Nevada, Envirolution's mission is to *inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy*. Envirolution's programs serve teachers, students, and community members throughout Nevada by providing them with the training, resources, and experiences needed to engage in quality education and workforce development focused on STEAM, sustainability, and energy efficiency.

Position Description:

We are looking for an organized, analytical Finance and Operations Coordinator with exceptional communication and problem-solving skills to handle operational and financial duties. This is the ideal position for those who want to learn about and create an impact on the overall improvement of the organization's operations and financial systems. The Finance and Operations Coordinator will oversee the organization's financial data and maintain accurate books for accounts payable and receivable, daily financial entries, and oversee grant funds. This position is responsible for tracking grant funds and corporate sponsorship requirements for reporting purposes. The Coordinator will maintain a positive office atmosphere and be responsible for ensuring that the Envirolution office is functioning as smoothly as possible. This includes overseeing the planning, implementation, and review of ongoing office activities including special projects with other programs. This person will provide additional administrative support for Envirolution and the board of directors. This person will also oversee various aspects of financial tracking - including various grants and sponsorships, HR, office operations, onboarding, bookkeeping, and work closely with the Envirolution Co-Executive Directors on additional activities as needed.

Responsibilities:

- Uphold, carry out and update company office procedures including standard operating procedures. Write standard operating procedures as necessary and communicate changes to staff.
- Assist accountant with bookkeeping duties
 - Keep transaction log updated by inputting and matching expenditures
 - Maintain receipts, donor, and chart of accounts related to purchases
 - Create and print checks for incoming invoices and reimbursements
 - Run monthly financial reports and track grant balances
- Work with Co-Executive Directors on special projects
- Maintain the organization's contracts with consultants and process invoices and payment

- Work with outside HR firm and Co-Executive Directors to facilitate, coordinate and maintain office and organizational policies including the hiring and onboarding for new employees and AmeriCorps/AmeriCorps VISTA.
- Assist development team with the management and communication with grantors, including paperwork, reporting, and recognition.
- Responsible for filing and completing nonprofit paperwork and requirements on an annual basis.
- Assist with managing Co-Executive Directors Calendars
- Perform various clerical tasks as needed (file papers, organize and order supplies, scan invoices, etc.)
- Welcome clients and visitors to the office and assist them as needed
- Assist staff in executing program events (order/pick up food, event set up, manage RSVPs, etc.)
- Report any updates or pertinent issues that need addressing to the Co-Executive Directors

Requirements:

- 2-year degree or equivalent work experience. At least 1 year of experience with office coordination or similar skill. Proven working experience in office coordination. Knowledge of QuickBooks.
- *Interpersonal skills:* Strong organizational, problem solving, and analytical skills. Ability to work independently, as a member of a team, and as a leader. Ability to deal effectively with diverse groups of individuals. Commitment to education and the mission of the organization. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Commitment to excellence and high standards.
- *Communication skills:* Excellent oral and written communication skills. Ability to communicate and deal effectively with a diverse group of individuals.
- *Organizational skills:* Ability to handle multiple projects, to manage priorities and workflow. Outstanding attention to detail with the ability to see the big picture as well as all the little steps that are required.
- *Technical requirements:* Understanding of technology used within an office setting. Knowledge of Microsoft Office, Smartsheets, Quickbooks, and Google Suite. Ability to gather and analyze data to generate reports.
- *Commitment to Mission and Vision:* Understanding of STEAM education and future sustainability efforts. Appreciation for K-12 educators and understanding of the unique challenges within the education system.

Finance and Operations Coordinator Top Skills & Proficiencies:

- Reliability and discretion
- Teamwork
- Attention to detail
- Adaptability
- Time management
- Flexibility and sense of humor

- Budgeting
- Accounting
- Basic human resource knowledge

Benefits:

This position includes 99% employer contribution medical insurance, as well as optional 401k package, vision and dental insurance. Envirolution observes 10 paid holidays annually and two weeks of paid time off accrued based on years of service. Additional professional development opportunities are offered to employees such as leadership training or other skills development for their position.

To Apply: Please send a resume, a 1-page cover letter, and 3 professional references to info@envirolution.org - with the subject line, 'Finance and Operations Coordinator Position.'

For more information visit www.envirolution.org