



Finance and Administration Coordinator

Project Morry is a comprehensive, year-round youth development organization dedicated to empowering children from under-resourced communities to envision a positive future. Our ten year commitment to each child closes the opportunity gap through a combination of Social-Emotional-Learning support, academic enrichment, leadership development, and an exceptional summer camp experience along with college readiness and support through the crucial transition during 1st year post High School.

Position

The Coordinator of Finance and Administration plays a key role in supporting finance/accounting, human resource, and administrative processes for Project Morry to ensure the efficient and effective use of resources in compliance with all applicable policies, regulations, and standards. She/he/they will oversee the accounts payables and accounts receivable processes, office management for Project Morry's year round office, as well as provide administrative support for the Chief Operating Officer and Executive Director.

Finance and Accounting

- Complete deposits of all paper checks (remotely or in-person as necessary) and process wire transfers and gifts of stock
- Complete weekly and monthly transaction reconciliation with bookkeeper to ensure accurate reporting and record keeping. Prepare weekly and monthly deposit reports
- Responsible for all Accounts Payable tasks:
 - Review all organizational bills for accuracy prior to sharing with bookkeeper to process for payment. Resolve any discrepancies with vendors or PM team. Elevate concerns to Chief Operating Officer as needed.
 - Review and process payments to vendors.
 - Support bookkeeper in data entry of bills and coding of expenses in Quickbooks.
- Support creation of annual revenue, operating, and capital budgets through reporting, analysis, and fiscal projections
- Act as Petty Cash Officer. Distribute approved funds per guidelines, collect receipts, and maintain transaction log. Submit transaction log to Executive Director, Chief Operating Officer, and bookkeeper on a monthly basis
- Coordinate annual independent financial audit. Pull documentation and reports as necessary; coordinate communications with auditors, board treasurer, bookkeeper, and COO
- Support Fund Development team as needed with invoicing for donation pledges, processing of credit card transactions, and related data entry or reporting
- Complete and review expense reimbursement claims for government contracts

Human Resources

- Process biweekly timesheets and payroll reports for year-round staff. Ensure on-time submission to bookkeeper and paycheck processing
- Complete confidential background checks of all staff, including summer seasonal staff. Provide hiring managers with reports for follow up. Setup social security for international staff
- Manage employee benefits including coordination of health insurance and flex spending plans. Oversee annual open enrollment period and employee benefit changes. Provide support to staff as needed. Review plans annually, identify opportunities for savings and new employee benefits, and make recommendations to COO and ED
- Manage staff onboarding, separations including camp staff; oversee all employee offboarding (severance / COBRA / benefits term / PTO payouts) and develop appropriate communications

Executive Staff/ Board of Directors Support + Office Operations

- Manage calendar appointments, order food, prepare meeting folders for Board Meetings
- Manage special projects for Chief Operating Officer and Executive Director upon request
- Manage leased office equipment in administrative office including copier/printer and postage machine
- Manage inventory and order office supplies for all departments
- Act as point person with landlord for necessary maintenance, parking, and other issues as needed

Reports To

Chief Operating Officer

Qualifications

- Committed to the mission and goals of Project Morry
- Proactive problem solver in an entrepreneurial environment. Able to think strategically and analytically
- Strong project management skills and attention to detail required while being efficient and organized
- Strong written and verbal communication skills especially in a remote setting. Able to work with a diverse community of people in a variety of settings, always maintaining the highest level of professionalism
- Bachelor's degree and minimum of 3-5 years of progressively responsible work experience in non-profit or administrative setting
- Prior finance or accounting experience and HR Ops experience strongly preferred
- Proficiency in Microsoft Office, G-Suite required
- Proficiency in or ability to learn Quickbooks and Salesforce required

Project Morry is an equal opportunity employer. People of color, women, people with disabilities, immigrants, veterans, members of the LGBTQ community, and those with lived experiences in the communities we serve are strongly encouraged to apply.

Hours and Compensation

This is a full-time position. Compensation is dependent upon experience. Work location is currently hybrid with mostly remote and 2 (flexible) days in our Westchester offices. Benefits included. Annual compensation \$50-55K.

How to Apply

Please send resume to Akshi Federici, Chief Operating Officer, at Akshi@ProjectMorry.org. Referrals welcomed.