Children’s Oncology Camp Foundation, Inc.

Job Description

**Job Title:** **Operations Coordinator**

**Reports to:** Business Manager

**Job Description:** Assist Business Manager with issues related to COCF’s general office management, donor database, accounting, financial reporting, and budgetary needs.

**Job Classification:** This is an hourly, non-exempt, .8 FTE permanent position with foundation benefits package including health insurance and generous paid time off allowance.

**Hourly Rate:** $13.00-$16.00 DOE

**Education & Qualifications:**

High School diploma or equivalent. Bachelor’s degree strongly preferred. Accounting experience including A/R, A/P, and end-of-year reconciliation strongly preferred. Minimum three years’ experience in a professional office including business operations and accounting. Non-profit experience is preferred. Applicants should be highly organized with strong interpersonal and problem solving skills, able to work both independently and as a team. Must be strong in Microsoft Office applications, proficiency in Quickbooks (QB) and have a basic knowledge of database concepts.

**Key responsibilities include:**

* General office duties:
	+ Answering phones & general office reception
	+ Supply ordering/purchasing
* Donation database management
	+ Gift entry into database
		- Mail, online, etc.
	+ Acknowledgement letters
	+ Daily reports
	+ Processing of event gifts, registrations, etc.
	+ Assist departments with database reports
	+ Train staff on database as needed
* Accounting Duties
	+ Enter deposits into QB and take to bank
	+ Assist with yearly audit and 990 preparation
	+ Track gift/reward card check in/out and reconcile with QB
	+ A/P filing
	+ Reconcile merchant accounts to QB and bank statements monthly
	+ Reconcile bank checking account statements to QB monthly with Business Manager
	+ Reconcile donor database incomes to QB monthly, quarterly, and annually
	+ Collect, record, and reconcile monthly staff credit card charges to QB
	+ Assist with preparation of annual budget and entering into QB
	+ Maintain monthly printing and postage spreadsheet and enter into QB
	+ Maintain organization of Accounting Records Room
	+ Assist with events and event accounting as needed with Admin team
* Performance of other duties as necessary

Work Comp Code 9012- Clericaland sales employees are assigned to Code 9012

**Application Process:**

Interested and qualified candidates should email cover letter, resume and a minimum of 2 professional references with “Operations Coordinator Application” in the subject line to: shelley@campdream.org.

Children’s Oncology Camp Foundation (Camp Mak-A-Dream) is an Equal Opportunity Employer.