

Position title: **Finance & Data Administrator**

Reports to: Chief Operating Officer/Marketing Director

Full-time non-exempt, excellent benefits, work/life balance



Candidate will support our Finance and Development departments. Candidates must be self-motivated, highly organized and detail-oriented, and have the ability to multi-task in a fast-paced, changing environment. This position requires the ability to effectively communicate ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. The ideal candidate takes initiative and is able to complete multiple projects independently and anticipate the needs of others.

Duties:

- Finance: General bookkeeping in QuickBooks including entering bills, bank reconciliation, and running reports, manage property files including leases and income certifications for housing program clients.
- Development: Maintain confidential database of donor records, process donor written communication, maintain organization social media presence, coordinate non-cash donor records and donations.
- Office: General office tasks, manage office supplies and equipment, support administrative needs of other department staff, greet and assist visitors, cover reception desk when needed.
- Other duties as assigned.

Requirements:

- Bachelor's degree or Associates degree with equivalent experience.
- Computer skills a must; proficiency in Microsoft Office; experience in QuickBooks, Abila, MailChimp preferred.
- Experience with social media and online platform management (i.e. Facebook, Instagram, Twitter).
- Exceptional verbal and written communication skills.
- Excellent organizational and time management skills and the ability to prioritize work.
- Background check required for employment.

Salary range: \$41,704-\$44,018 annually, salary commensurate with experience.

Benefits package: Available the first of the month following date of hire and include health and fully paid dental, life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Generous time off benefits include holidays, vacation and personal time.

Application deadline: Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Email resume and cover letter to Jill Mattson at: jmattson@gerardplace.org

or mail to: Gerard Place, Attn: Jill Mattson, 2515 Bailey Avenue, Buffalo, NY 14215

No phone calls please.

Gerard Place is an Equal Opportunity Employer (EOE).