



FINANCE COORDINATOR & OFFICE ADMINISTRATOR

The Lake Area Improvement Corporation is seeking a highly motivated and detail-oriented Finance Coordinator & Office Administrator to join our small but dynamic team. This individual will play a critical role in supporting the Executive Director and ensuring the smooth operation of our office. The ideal candidate will be a versatile professional, capable of handling a wide variety of tasks, from basic bookkeeping and financial reporting to administrative support. This role requires close collaboration with the organization's CPA and the ability to manage multiple responsibilities with a high degree of accuracy and professionalism.

Key Responsibilities:

Bookkeeping & Financial Management

- Perform basic bookkeeping tasks including data entry and processing invoices
- Prepare monthly, quarterly, and annual financial reports, ensuring accuracy and timeliness
- Assist in budget preparation and monitoring, working closely with the Executive Director
- Manage accounts payable and receivable, ensuring timely payments and collections

Administrative Support

- Provide general administrative support to the Executive Director including scheduling meetings, managing communications, and preparing documents
- Handle various office tasks such as filing, managing office supplies, and maintaining organized records

Collaboration & Coordination

- Work closely with the CPA to ensure compliance with financial regulations and best practices
- Assist in providing documentation for audits and other financial reviews
- Support special projects and other tasks as assigned by the Executive Director

Qualifications:

- Proven experience in bookkeeping, financial reporting, and administrative support
- Strong attention to detail and a high level of accuracy in all work
- Self-motivated with the ability to work independently and manage multiple tasks simultaneously
- Excellent organizational and time management skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and QuickBooks Online
- Strong communication skills, both written and verbal
- Ability to work effectively in a small office environment and take on a variety of roles as needed

Benefits:

We offer a competitive salary, retirement plan, flexible work environment, and the opportunity to be part of a mission-driven organization making a positive impact in our community.

How to Apply:

Please submit your resume and a cover letter detailing your experience and qualifications to brooke@madisonworks.com by Monday, September 16th.