

OLMSTED MANOR RETREAT CENTER

Employee Job Description FINANCIAL ADMINISTRATOR

The Financial Administrator assists in implementing and coordinating procedures and practices in the fiscal and administrative areas of Olmsted Manor, a not-for-profit adult retreat and renewal center with roots in the Methodist heritage.

Financial and Fiscal Responsibilities:

- Provide accurate record keeping and reports of all income and expenses, invested funds, fund development support. Demonstrates skill and understanding in bookkeeping and ability to work with consultants in accounting and QuickBooks data entry.
- Utilize competently applicable equipment and computer programs, including but not limited to Microsoft Office Suite, QuickBooks Online, MegaSys Hospitality Suite.
- Administrate staff pensions, hospitalization, compensation, and reimbursements with the help of appropriate consultants.
- Administrate service contracts, insurance policies, workers compensation claims, and reimbursement submissions.
- Review and coordinate responses to local regulations, tax reporting, state requirements, etc.
- Administrate current legal aspects of not-for-profit organization to assure compliance.
- Provide information and research as needed for budget preparation, departmental efficiency, and overall fiscal management of Olmsted Manor.
- Coordinate with accountants/consultants, all financial institutions, and auditors.
- Cooperate in developing processes for improved reservations and billing.
- Participate as staff liaison to Finance Committee, Board of Directors, and ad hoc committees as needed.

Administrative Responsibilities:

- Cooperate with Executive Director, Olmsted Manor Board of Directors and Committees, and Olmsted Manor in administrative responsibilities to enhance and support the vision, purpose, and ministry of Olmsted Manor.
- Pickup mail and process it on a regular basis for all financial matters, and distribute all other mail to appropriate staff personnel.
- Other administrative duties as assigned.

General Skills and Activities:

Exhibit people, leadership, communication and management skills that would integrate the history, vision, and purpose of the ministry of Olmsted Manor, including the following:

Management Skills and Activities:

- Accept directives from Board and Executive Director and support center program, initiatives and vision.
- Prioritize and plan personal daily/weekly/monthly/quarterly/annual activities effectively; adjust priorities and plan as needed
- Exercise good judgment that is appropriate to the situation and is considerate of others
- Initiate creative improvements and offer constructive input at meetings
- Positively interact with peers
- Support and participate in management teams
- Demonstrate good written and oral communication skills
- Take initiative to identify, prevent, and solve problems
- Have good attendance and by personal actions demonstrate high degree of reliability and ethical behavior

People and Leadership Skills and Activities:

- Participate in staff meetings; participating in staff input and involvement; utilize team building skills
- Enhance staff cooperation through sharing of responsibility
- Through personal appearance and conduct demonstrate positive guest relations at all times
- Provide encouragement and support for staff to achieve goals, individually and as members of the center team
- Follow and administer all policies and procedures of Olmsted Manor.

Benefits:

- Part Time: Average 20 hours/week
- Compensation: Hourly based on experience
- Bonus/Gratuity Fund Participation, per policy
- Pension: with minimum of 20 hours/week
- Medical Reimbursement: per policy
- Staff Training & Continuing Education
- Holidays: N/A
- Vacation: N/A

*Olmsted Manor is a retreat center with a vision to provide Christian hospitality in a hostile world.
Olmsted's mission is providing renewal within a sacred space in an atmosphere of Christian hospitality.*