



## FINANCIAL ADMINISTRATOR

### **POSITION SUMMARY:**

Accounting responsibilities are those of a professional accountant, which requires an understanding of both accounting theory and practice. This position manages the accounts payable and receivable operations. Other essential duties include payroll, budget tasks, tracking restricted fund spending, assisting with the annual financial audit and IRS Form 990. Also responsible for the regulatory reporting with regards to Michigan Sales Tax, Michigan Annual Report, IRS Forms 1099, NEC and W2G. This position serves as a back-up support for the preparation of SOMI financial statements.

### **Duties & Responsibilities:**

- Manage the organization's payables, credit card program and receivables.
- Process biweekly payroll and records to the general ledger.
- Reviews required information on W-2's before finalized.
- Assist with budget planning and record keeping.
- Assist with annual audit planning and preparation of audit work papers, spreadsheets and reports.
- Assist with the preparation of the Annual IRS Form 990.
- Prepares the monthly and annual Michigan Sales Tax reports.
- Prepares the Michigan Annual Report.
- Prepares the IRS Forms 1099 and W2G.
- Acts as a back up for preparation of monthly financial statements.
- Other duties as assigned by supervisor.
- Analyzes expenses paid to vendors to look at most cost effective relationships.
- Reconciliation of various bank statements including CMU fund account reconciliation.
- Collaborates and monitors telephone charges for the state and areas.
- Monitoring and reconciliation of grants and restricted fund expenses.
- May be some reporting to State of Michigan for grant spending.
- Monitoring of raffle financial statements to make sure we are complying and receiving all information needed for year-end reporting.
- Facilitates accounting trainings with staff and area volunteers.

### **POSITION REQUIREMENTS:**

- Bachelor's degree preferably in accounting
- Two years of qualifying experience, including fund accounting
- Demonstrated organizational skills with emphasis on detail
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image
- Ability to perform the essential functions and requirements of the job
- Ability to travel
- Experience with computers, spreadsheets and learning financial software programs

**ADDITIONAL/DESIRED QUALIFICATIONS:**

- Familiarity with SAP, MS Word, and Excel
- Non-Profit accounting experience
- Familiarity with accounting software, preferably with Financial Edge and Raisers Edge by Blackbaud, Inc.
- Experience with processing payroll with an external payroll processing service

**REPORTING RELATIONSHIP:**

- Works under the general supervision of the Chief Financial Officer for Special Olympics Michigan.
- May provide general supervision over office professional, student employees and volunteers.

**Location:**

- This position maybe located at either the Grand Rapids or Mount Pleasant office

Please send cover letter and resume to [roger.yob@somi.org](mailto:roger.yob@somi.org)

**NON-DISCRIMINATION POLICY**

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.