

## JOB DESCRIPTION

Special Olympics Michigan

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**DATE:** March 2020  
**JOB TITLE:** Financial Administrator  
**DEPARTMENT:** Business Operations  
**EXEMPT STATUS:** Exempt  
**LOCATION:** Mount Pleasant/Grand Rapids/Auburn Hills

### **GENERAL STATEMENT OF DUTIES:**

The Financial Administrator 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 and W2G. This position serves as a back-up support for the preparation of SOMI financial statements.

### **EXAMPLES OF DUTIES:**

- Manage the organization's payables, credit card program and receivables.
- Process biweekly payroll and records to the general ledger.
- Assist with budget planning and record keeping.
- Assist with annual audit planning and preparation of audit work papers and computerized 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.
- Analyzes expenses paid to vendors to look at most cost effective relationships.
- Reconciliation of various bank statements
- Monitoring and reconciliation of grants and restricted fund expenses.
- 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.
- Other duties as assigned by supervisor.

## **MINIMUM QUALIFICATIONS:**

- 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

## **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 RELATIONSHIPS:**

- Works under the general supervision of the Chief Financial Officer for Special Olympics Michigan.
- Supervises the Senior Specialist Clerk – Payables, Senior Specialist Clerk – Receivables and Office Admin.
- May provide general supervision over office professional, student employees and volunteers.

**Interested Parties should send cover letter and resume to [yob1ra@cmich.edu](mailto:yob1ra@cmich.edu)**