POSITION DESCRIPTION

Job Title: Finance and Operations Coordinator
Classification: Full-Time
Compensation: $24.00 - $27.00 per hour, depending on experience
Location: 3245 16th Street, San Francisco with some work at home opportunities available
Reports To: Director, Finance and Operations

ORGANIZATIONAL CONTEXT

Creativity Explored is a San Francisco nonprofit that partners with people with developmental disabilities to create an artistic, studio-based collective where the creative capacity of any person can flourish. We do this by placing the work, needs, culture, and experience of artists with developmental disabilities at the center of the community in a way that honors humanity, respects self-agency, and nurtures creative potential.

CE is a warm, fast-paced, and fun place to work, with a long-serving multidisciplinary staff that is deeply committed to our community. A San Francisco icon, CE was voted Best Art Gallery and Best Nonprofit this year in SF Bay Guardian & 48Hills. Visit our website at creativityexplored.org to learn more.

Creativity Explored is an equal opportunity employer committed to building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued. BIPOC, people with disabilities, and bilingual/bicultural individuals are strongly encouraged to apply.

POSITION OVERVIEW

Creativity Explored is seeking an organized, detail-oriented administrative professional with a background in financial operations and basic data management. The Coordinator will support CE’s multiple lines of business with strong data entry and reporting through our ERM, Netsuite. Day to day responsibilities include bookkeeping, data entry, and general administrative tasks such as supply ordering and facility support. The ideal candidate will be a growth-oriented problem solver willing to take initiative to support a high functioning operations and finance team.

KEY RESPONSIBILITIES

Finance
- Input bills, generate invoices, and process payments under the direction of CE’s Director of Finance and Operations
- Reconcile temporarily restricted net assets to maintain their accuracy and meet funder requirements
- Prepare preliminary payroll, ensuring accurate timekeeping and PTO tracking
- Prepare deposits
- Support colleagues in managing bank tills and petty cash
- Support Director in completing monthly closing checklist
**Data and Reporting**
- Assist with maintenance of personnel records, including onboarding, offboarding, annual reviews and other HR functions
- Maintain vendor, customer, donor, partner, and other records in NetSuite
- Generate weekly and ad hoc reports for CE’s various lines of business and as identified by CE leadership
- Work closely with Director to evaluate, implement and improve systems integration and processes

**Other Duties**
- Performs any other reasonably-related duties as requested by the Director, Finance and Operations
- Engage in cross-organization initiatives and teams as needed
- Adhere to current Covid-19 practices and protocols as outlined in CE’s Employee Handbook and Operations Plan

**KEY ACCOUNTABILITIES**

**Organizational Relationship**
- The Finance and Operations Coordinator is expected to work productively in a team environment.
- Maintains the highest level of confidentiality and integrity as they work with sensitive information and data
- Enthusiasm to learn from and advocate for developmentally disabled people

**SELECTION CRITERIA**
- Associate degree or equivalent experience required
- At least one year of experience in business operations
- Excellent written and verbal communication skills
- Highly organized and motivated
- Comfort working independently and supporting multiple diverse cross-functional teams
- Creative thinker and problem solver with attention to detail
- Interest, enthusiasm and affinity for Creativity Explored’s mission
- Proficiency in Google Suite (Gmail, Google Docs, Google Sheets, Google Drive), and Microsoft Office required, with business accounting software proficiency required, and NetSuite proficiency preferred
- Knowledge of systems integration, retail POS systems and CRMs preferred

**TRAINING REQUIREMENTS**
- Complete and maintain CPR and First Aid certification (initial certification to be completed within 30 days of hire)
- Complete person-centered training to support people with disabilities in living better lives
- Complete Creativity Explored staff training pertinent to position job responsibilities as assigned
OTHER INFORMATION
This position is a full-time position (non-exempt 40hrs) with daytime, weekday hours, and possible weekend hours on occasion. Schedule and number of hours will be determined during the hiring process.

The position receives generous benefits as described in Creativity Explored’s Personnel Policies, including ample paid vacation, sick leave, holiday pay, retirement plan with match, health, dental and vision insurance, life and disability insurance and medical flex spending.

Offers are subject to satisfactory Criminal Records Clearance and proof of Covid vaccination, and proof of negative TB test results completed within the last year.

To apply, please email the following information to jobs@creativityexplored.org
PDF format only. No calls, please.
- Cover letter stating why you are interested in the position, any previous relevant experience, and why you would be a good fit for the position
- Resumé

For more information about Creativity Explored, please visit our website at:
www.creativityexplored.org