



Position title: *Administrative Coordinator*

Hours: Full-time up to 40 hours per week; weekdays.

Location: Community Library Sedona 3250 White Bear Road, Sedona, AZ 86336

Supervisor: Finance and Operations Manager **Supervises:** None

Wages: TBD

Date Revised: March 4, 2025

Who you are:

- You are a reliable office worker who understands the confidentiality required in a busy business office and a non-profit organization.
- You are confident in performing bookkeeping, file maintenance, and data management tasks with utmost attention to detail.
- You possess the skills necessary to assist the administrative staff with both an ability to quickly learn new tasks and accurately complete daily, weekly, and monthly tasks.
- You demonstrate support for diversity, equality, and equity for everyone in the library including staff, volunteers, and patrons.
- You stay organized and on task even during the often-hectic atmosphere of a busy business office.

Typical Duties

Depending on assignment, duties may include but are not limited to the following:

- Collect currency from cash fund containers, machines, and receptacles.
- Count money and replenish coins and currency to bring them to par.
- Record value of money collected, replenish coins used, and reconcile with workstation reports on Library forms.
- Create deposit of coins, currency, and checks for Community Library Sedona.
- Submit deposit(s), cash bags, and boxes to DFO to be counted as a double check.
- Reconcile bank and fund account statements with QuickBooks list of bank transactions including checks and deposits and report any discrepancies or concerns to both the DFO and the Director.
- Reconcile and process supporting documents for credit card statements.
- Assist DFO with basic bookkeeping tasks, such as filing.
- Enter data (such as donation receipts, accounts payable invoices, etc.) into QuickBooks.
- Oversee ordering of Supplies for the staff kitchen, staff supply room, SPL facility needs and VOC location facility and office needs.
- Track HR information such as Birthdays, Anniversaries and advise when events are upcoming.
- Update and collect timesheets for staff, as well as perform first run audit and calculations of hours.
- Enter payroll data when DFO is out of office.
- Reconcile donor reports between accounting records and donor software records.
- Enter donor data, generate donor reports, produce other donor documentation.
- File, organize, and maintain folders and binders for giving campaigns and other Library and development public relations and marketing.

- Organize and complete bulk mailing projects of all sizes.
- Assist as necessary in fundraising campaigns including fundraising events and projects.
- Other duties as required.

Knowledge, Skills and Abilities

- Preferred knowledge of generally accepted accounting principles.
- Preferred knowledge of QuickBooks, Excel, Donorperfect database entry and basic computer systems.
- Ability to operate office equipment, including computers, calculators, copiers, scanners.
- Superior organizational skills and meticulous attention to detail.
- Understanding of confidentiality requirements for this type of position.

Education, Experience and Training

- Bachelor's degree in Business and/or any combination of equivalent training, education, and experience that demonstrates the ability to perform the duties of the position.

Physical Demands:

While performing the duties of this position, employee is frequently required to use a computer for 4-6 hours/day, frequently sit, move, or stand for office and/or event functions, and sit in and conduct meetings with individuals and groups. Employee may lift stacks or boxes of books, equipment, supplies, tables and chairs, up to 50 pounds and push heavy book carts and loaded dollies. This position also requires bending, stooping, and reaching.

Additional Information:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Employment subject to background check.