



SEATTLE GIRLS CHOIR

Hiring: Administrative & Accounting Coordinator

About Seattle Girls Choir: SGC is an organization in which girls and gender-expansive children and youth are educated to become excellent choral musicians, celebrated for their contributions to their community, and encouraged to be their own best advocates. Our combination of choral training and youth leadership opportunities provide the 200+ choristers in our programs aged 5-18 with a high-quality music education and a place to belong.

Our Mission: Seattle Girls Choir is a community that provides young singers with a high-quality music education and a place to belong.

POSITION DESCRIPTION

Position Summary: The Administrative and Accounting Coordinator plays a key role in managing SGC's day-to-day financial and administrative operations, 15-20 hours a week (generally Mon-Thurs, some Fridays and weekends), which can be worked from the SGC office in the Central District or from home. This is a part-time, hourly position.

Start Date: June 2024

Reports to: SGC Executive Director

Position Overview: Reporting to the Executive Director, this role will support the smooth running of Seattle Girls Choir's infrastructure and finances. The Administrative and Accounting Coordinator will be responsible for managing the organization's accounting systems, tracking choir member information for billing and roster purposes, supporting the needs of staff, and managing payroll and tax filings.

Position Details:

BOOKKEEPING, BUDGET & FINANCE MANAGEMENT

- Process program and tuition invoicing and collections for chorister families, including summer camp programs, festivals, and tours.
- Process all bills and payments, recurring and otherwise
- Reconcile income and expenses between QuickBooks Online and our bank records
- Produce quarterly reports for review.
- Process all required tax reporting and make payments.
- Collect and process mail twice weekly, deposit cash and checks as needed.
- Manage payouts and deposits from payment processing platforms like Paypal, Benevity, Neon, and Stripe.

- Provide financial information for the Executive Director and Board Treasurer to prepare the annual budget & present to the Board of Directors.
- Support staff and board understanding and compliance with finance, expense, and travel policies, including ensuring all expense reports, purchase card processing, and invoices are accurate and on time.
- Ensure sound financial controls/policies are in place to maintain oversight and ethical use of funds, and provide oversight and supervision of bookkeeping and accounting in accordance with accepted accounting principles for nonprofits.
- Oversee management of cash flow in collaboration with the Executive Director.
- Arrange for timely audits and/or reviews as appropriate.
- Support organization in regular budget monitoring; identify areas for cost savings as relevant.

PAYROLL

- Process monthly payroll for hourly and salaried staff, ensure employment taxes and all related filings are kept current.
- Be the point person for questions about the organization's QSEHRA system.
- Review I-9 documents, distribute office equipment, assist in orientation/onboarding of new hires, maintaining records, employee relations and benefits administration.
- Prepare payroll tax documents for employees.

OFFICE MANAGEMENT

- Lead office management protocols, documentation, and communication related to, but not limited to, office space, rehearsal facilities, staff contact information and records, and listservs.
- Support operational processes and procedures to ensure SGC runs smoothly and efficiently, including ensuring staff and volunteers are supported in the execution of our mission.
- Serve as a resource to families and staff regarding administrative operations questions.
- Maintain quality operations of office IT equipment (computers, printers, internet, etc.) and ensure that the office and rehearsal facility is well equipped with supplies and materials.
- Support maintaining SGC's cloud based platforms (QuickBooks Online, Google Suite, etc.)
- Collaborate with Executive Director on special projects and change management initiatives including system and equipment upgrades when necessary.

ROSTER MANAGEMENT, REGISTRATIONS, AUDITIONS

- Work with the Program Coordinator to ensure that chorister rosters are always up to date to any additions or drops, and email listservs have current contact information for all families.
- Support registration for summer camp programs and track promotions and re-enrollment of choristers returning from year to year, including updating rosters, Quickbooks records, and Google Groups, and tuition/billing communication with parents.
- Support the audition process for new members in collaboration with the Artistic Director and choir faculty, including carrying out enrollment tasks after auditions.

- Facilitate communication around billing and tuition with families and answer questions, or direct to appropriate staff member.

ADDITIONAL RESPONSIBILITIES

- Participation in weekly operations staff meetings and be a regular part of the decision-making team of the organization.
- Work as onsite support for organization-wide events such as recitals, concerts, and fundraisers when necessary.

Work Environment: Our administrative office is in the Central District of Seattle. The Administrative and Accounting Coordinator will have the option of working in the office and/or working from home, but should be available to come in for meetings and events as needed. Our rehearsals take place at the Volunteer Park SDA Church in the Capitol Hill neighborhood of Seattle (we are not a religiously affiliated institution), but this position typically does not have job responsibilities on-site at our rehearsal location.

Compensation and Additional Benefits:

This position is compensated in the range of \$32-\$35/hr DOE, plus \$350 a month stipend for eligible health care costs through a QSEHRA account.

- This position's status is that of a part-time employee. All employees are eligible for sick leave. Employees are eligible to accrue and use one hour of paid sick leave for every 40 hours worked each accrual year (July 1-June 30). Up to 40 hours of unused sick leave can be carried over into the next fiscal year. Any time accrued over 40 hours is not carried over from year to year. Unused sick leave is not paid out if you leave employment with SGC.

Timeline: Interested applicants are encouraged to submit their materials as soon as possible. We will review applications beginning May 20th, 2024.

Seattle Girls Choir works to create a powerful sense of belonging for all our faculty, staff, choristers, family members, and audience members. We are an equal opportunity employer. We encourage people from all backgrounds, races, sexual orientations, and gender identities to apply.

To apply please submit a cover letter, your resume, and two references who can speak to your finance and administrative experience to executive@seattlegirlschoir.org. Please include the title of the position, Administrative & Accounting Coordinator, in the subject of the email.