

## **SO Coordinator Position**

**The SO Coordinator** serves as a member of NCF's Supporting Organization (SO) Administration Team and provides general and specialized support to the SO Department which includes a broad mix of accounting, tax, and general administrative support. A Supporting Organization is a 501(c)(3) charitable organization.

### III. Essential Functions:

#### **1. Supporting Organization Administration**

- a. Reconcile bank and brokerage accounts for supporting organizations
- b. Prepare monthly financial statements for supporting organizations
- c. Prepare annual tax returns (IRS Form 990) for supporting organizations
- d. Assist SO Director with SO annual compliance against state and federal regulatory authorities and NCF internal policies
- e. Assist SO Director in preparation for SO board meetings
- f. Assist SO Director in the creation of a new SO
- g. Assist SO Director and Accounting with the coordination of the financial statement audit of SOs.
- h. Coordinate with Accounting the calculation and assessment of SO ministry grants
- i. Develop and maintain advanced competencies with MS Word, Excel and PowerPoint for creating, updating and upgrading SO presentations, illustrations, spreadsheets, etc.
- j. Work closely with Marketing Department in the creation and maintenance of SO marketing materials adhering to NCF Marketing guidelines and policies
- k. Assist SO Director in the creation, organization, and maintenance of procedure manuals, templates, and deliverables related to the SO tool.
- l. Maintain SO organizational documentation and data both electronically and in hard copy format.
- m. Maintain data, reports, and documentation of all SO and donor related information associated with SO
- n. Research issues, as needed

#### **2. General Administrative Duties**

- a. Respond to emails on behalf of SO Director when necessary and appropriate
- b. Create, edit and proofread documents in Microsoft Word, PowerPoint, Excel, and Visio
- c. Complete any necessary scanning, copying, printing and filing of documents
- d. Coordinate daily activities and task management to ensure timely response and prioritization
- e. Submit IT requests and track issues for SO department
- f. Assist in documenting various SO processes and procedures
- g. Order office materials and supplies
- h. Prepare expense reimbursement reports for SO Department upon request and encourage timely submission after trips completed
- i. Work with SO Director on reviewing and reconciling SO budget reports
- j. Maintain calendars and scheduling of internal and external appointments, events, meetings, travel commitments, etc., for SO Director
- k. Coordinate and manage in-house and off-site meetings and special events (i.e., In house training, LCF training, meeting management, etc.)
- l. Manage the organization of material packets, training binders, presentations, handouts, etc., for SO Department

### **3. Other Duties and Responsibilities**

The SO Coordinator carries out such other duties and responsibilities as may be directed by the SO Director.

### **Education & Work Experience**

Bachelors of Science Degree in Business Administration or equivalent; Three (3) to five (5) years of non-profit, finance, accounting or tax related experience.