

Position title: Administrative Officer (Director of Finance and Grants)
Salaried Exempt up to \$55,000

GENERAL FUNCTIONS:

The Administrative Officer will support the Executive Director in implementing board directives, maintaining strong financial position; growing the Center, pursuing fund-raising initiatives, facilitating program needs and managing both staff and compliance with existing grants. The Belle Center has a “cradle-to-success” philosophy that encompasses its services to children, adults and seniors, including childcare, senior services and workforce development programs.

- 5+ years in nonprofit organizations, particularly social service.
- 3+ years using QuickBooks in nonprofit environment
- Managing large state, federal and foundation grants, including budget management and reporting.
- Developing and maintaining agency-wide program goals, and planning of grant budgets to address ongoing program and implementation needs.
- Managing, directing and supervising bookkeeper.
- Develop/provide regular audits, financial and grant reports
- Oversee gift/pledge programs and execution of giving strategies of agency campaigns.
- Develop and oversee financial reconciliation process.
- Bachelor’s degree in accounting or related field.
- Strong written and oral communication skills.
- Proficiency with computers.
- Possession of a current NYS Driver's License.
- Proven grant writing experience or other development/capital campaign experience.

Employment applications can be found at www.thebellecenter.org or submit application, a cover letter and resume to email: hr@thebellecenter.org