



90 New Haven Avenue • Milford, CT 06460 • P: 203.876.0747 • F: 203.876.0328

## **Business Administrative Coordinator- (HR/Finance)**

**Updated: 10.11.2020**

**Location: Milford, CT**

**Supervisor: Executive Director**

The Beth-El Center's **mission** is to extend dignity and respect to all individuals and families while connecting them to housing, food and services within their communities.

Our **vision** is to create a community where everyone is home and all are fed!

The Beth-El Center is a 501c3 nonprofit organization that provides support services and advocacy to those experiencing homelessness and hunger within the Greater Milford community. Through our 34 bed homeless shelter, food service programs, diversion services and outreach and engagement efforts, we offer individuals, families and veterans long-term solutions to help them reclaim their lives

### **Executive Summary:**

The **Business Administrative Coordinator** is a full-time position that will provide professional, administrative support in human resources and finance as needed to facilitate and ensure efficient business operations for the organization. The Business Administrative Coordinator will develop and implement data management systems including employment systems, Time and Attendance administration, as well as track and manage financial awards and contracts contract compliance. This position requires excellent organizational skills, ability to problem solve, ability to prioritize multiple tasks, and handle sensitive information confidentially.

### **Human Resources**

- Coordinate recruitment and staffing onboarding logistics
- Lead general employee orientation; develop and coordinate ongoing professional training
- Inform employee policy and procedure development; maintain records
- Implement and track performance management and improvement systems
- Maintain records of training certifications and credentialing.
- Partner in recruiting, selecting, orienting, and training volunteers in collaboration with the Director of Programs and Facilities and the Soup Kitchen Manager.

### **Awards Management**

- Manage and support grant application processes; tracking ongoing requirements, keeping comprehensive records
- Oversee grant compliance, aligning operational and financial needs of the organization
- Oversee the job of invoicing, bookkeeping, reporting, and other administrative functions to ensure successful execution of grant process



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### **Finance**

- Prepare weekly financial packet for outside accountant firm
- Update monthly donor and revenue reports for Development Committee and Finance Committee
- Maintain records of all receivables and payments; prepare monthly records for all grant related activities
- Coordinate internal payroll systems

### **Other**

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing professional and community networks.
- Must be able to lift and move up to 35lbs
- All other duties as assigned

### **Education and Experience Requirements:**

- Bachelor's degree or greater in general business or a related field and a minimum of 3 years of administrative support experience
  - Certificate in Human Resources or related field
- Or
- Associates Degree and 5 years of related administrative support.
  - Experience in accounts receivable, bookkeeping, human resources and/or development
  - Must be proficient using Microsoft Office Suite 365 including Word, Outlook, Excel, PowerPoint, SharePoint, and Forms

Please submit your Resume and Cover Letter via e-mail to:

Jennifer Paradis  
Executive Director  
Beth-El Center, Inc.  
90 New Haven Avenue  
Milford, CT  
06460

[JParadis@bethelmilford.org](mailto:JParadis@bethelmilford.org)