

# **Administrative & Grant Services Coordinator**

Allegany Franciscan Ministries

Together with all Allegany Franciscan Ministries colleagues, is responsible to support and promote the overall mission, goals and organizational culture of Allegany Franciscan Ministries. Functions as a key role in maintaining the Allegany's operational capacity. Manages comprehensive administrative functions including operational support to the Allegany Franciscan Ministries staff team in a consistent, efficient, and effective manner. Manages bookkeeping functions for all grants and operations activities. Leads first level communication with grant partners. Coordinates scheduling, travel, inventory, and vendor relations.

## **ESSENTIAL FUNCTIONS**

### Financial Responsibilities

1. Manages, maintains, and reconciles accounts payables and performs related bookkeeping activities. Issues operating and grants checks and ACH payments; maintains and reconciles all staff expense reimbursements, ensuring appropriate documentation. Utilizes QuickBooks, maintains records and creates reports as needed. Interfaces with accounting firm and provides data for journal entries.
2. Manages, modifies, and updates records; generates reports utilizing appropriate software. Compiles and calculates data.
3. Enters payment documentation into the online grant management software and develops ad hoc reports. Ensures documentation accurately represents funding decisions and actions. Provides reports and data needed for Form 990 submission by Trinity Health, and for annual Agreed-Upon-Procedures review by external audit firm.
4. Supports preparation and management of annual operating budget. Provides financial information necessary for development of budget; creates and maintains reports of specified financial indicators.

### Grant Responsibilities

1. Serves as first level contact for grant partners. Provides general information and guidance on grant options. Researches and gives information in response to inquiries. Directs to appropriate team members as necessary.
2. Conducts monthly QuickBooks grant reconciliation.
3. Collects, sorts, and analyzes grant information and provides necessary reports.

### Administrative Responsibilities

1. Knows, understands, incorporates, and demonstrates the Trinity Health Mission, and Values, and Allegany Franciscan Ministries' Vision, in behaviors, practices, and decisions.
2. Initiates and performs general office functions. Copies, faxes, scans, and distributes documents. Receives, opens, and routes mail and deliveries. Sets-up, organizes, and maintains manual and

electronic file systems and maintains mailing lists. Provides technology support for office equipment and IT related issues; maintains relationship with office and IT vendors.

3. Leads the coordination of and maintains calendaring system. Schedules meetings for staff, board, and committees. Makes room reservations and arranges logistics. Makes internal and external room reservations and arranges logistics. Creates and confirms video-conferencing meetings. Manages vendor relationships including arranging catering services and travel.
4. Manages and maintains physical office space. Ensures safe, clean, and comfortable workspace. Oversees equipment inventory and maintenance, orders office supplies and materials. Responsible for vendor, lease, and other contract organization in MediTrac system. Interfaces with property owner, vendors, and suppliers as needed. Research new vendors to ensure best pricing and services.
5. Organizes, monitors, and expedites team workflow. Initiates follow-up on pending matters, resolves day-to-day operational problems and responds to information requests and general inquiries or refers to appropriate resources.
6. Participates in and assists staff with ad-hoc special projects requiring researching, compiling, and formatting data to create reports. Establishes, utilizes and maintains database systems.
7. Other duties as needed and assigned by the manager.
8. Maintains a working knowledge of applicable Federal, State, and local laws and regulations, Trinity Health's Organizational Integrity Program, Standards of Conduct, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical, and professional behavior.

#### Communication Responsibilities

1. Handles confidential and sensitive information. Exercises judgment and utilizes discretion in obtaining and exchanging information.
2. Responds to and directs incoming calls and receives visitors.
3. Provides quality customer service to Board and other committees. Prepares and distributes meeting materials. Takes minutes and prepares and distributes meeting summaries and minutes. Coordinates and communicates travel logistics.
4. Participates with Allegany Franciscan Ministries' staff team in ongoing organizational communication, strategic planning, and internal team building, and supports organizational culture.

#### MINIMUM QUALIFICATIONS

1. Must possess a comprehensive knowledge of business office methods and practices, as normally obtained through a Bachelor's degree in business administration, public administration or related field and four years' experience in an office management or administrative assistant role supporting executives and Boards preferably in a foundation work environment or a combination of education and experience.
2. Advanced proficiency with Microsoft product suite (and QuickBooks. Extensive knowledge and experience with Outlook, calendaring systems, video conferencing programs such as Zoom, and Teams.
3. Strong organizational skills with attention to detail. Ability to accomplish assignments accurately and promptly.

4. Demonstrated ability to adhere to, understand and articulate internal operations, services, goals, project timetables, guidelines and policies.
5. Strong analytical and problem-solving skills to research, compile and analyze data from multiple sources.
6. Ability to understand and perform mathematical computations to accurately process expense reports, monitor disbursements and reimbursements.
7. Demonstrated ability to work independently, without formal instruction and to adapt quickly to competing priorities, conflicting deadlines and unexpected assignments.
8. Ability to resolve problems and exercise judgment and initiative in achieving end-results and maximizing outcomes.
9. Ability to accomplish assignments accurately and promptly to garner credibility, confidence and support. Ability to plan, organize and accomplish assignments in an efficient and effective manner and with a high degree of professionalism.
10. Strong interpersonal and human relations skills to communicate effectively. Professional telephone and email etiquette skills.
11. Excellent verbal and written communication skills, using discretion and sound judgment in handling confidential and sensitive information and materials.
12. Ability to compose and edit correspondence utilizing accurate grammatical construction, proofreading, and spelling skills.
13. Must be comfortable operating in a collaborative, shared leadership environment.
14. Must possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Trinity Health.

#### **PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS**

1. Must be able to set and organize own work priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
2. Must possess the ability to comply with Trinity Health policies and procedures.
3. Must be able to communicate frequently, in person, videoconference and over the telephone, with people in several different locations.
4. Manual dexterity is needed to operate a keyboard. Hearing is needed for telephone and in person communications.
5. Work environment requires the ability to concentrate, meet deadlines, work on several competing priorities and projects and adapt to interruptions.
6. Allegany Franciscan Ministries operates as a distributed work force with one central office. Must be able to work remotely. Must be able to work a hybrid schedule consisting of a remote and in-person mutually agreed-upon schedule.

## Our Commitment to Diversity and Inclusion

Trinity Health is a family of 115,000 colleagues and nearly 26,000 physicians and clinicians across 25 states. Because we serve diverse populations, our colleagues are trained to recognize the cultural beliefs, values, traditions, language preferences, and health practices of the communities that we serve and to apply that knowledge to produce positive health outcomes. We also recognize that each of us has a different way of thinking and perceiving our world and that these differences often lead to innovative solutions.

Our dedication to diversity includes a unified workforce (through training and education, recruitment, retention, and development), commitment and accountability, communication, community partnerships, and supplier diversity.