



Finance and Administrative Coordinator

32-40 hours/week | Salary range for full-time position starts at \$45,000

About VitalTalk:

VitalTalk's mission is to teach clinicians how to be better, more compassionate communicators with seriously ill patients and their families. We do this primarily through teaching face-to-face communication courses. Through our online module, communication skills course, train-the-trainer program—and via our community of trained faculty—we reach thousands of clinicians a year. We are both a startup and a nonprofit. We are also at a critical junction, where functioning systems and efficient processes will mean the difference between future growth or stagnation. Our courses are in high demand and are forecasted to grow 20+% in 2020. We are looking for a Finance and Administrative Coordinator to join our growing team and support this rapid growth.

Our culture:

The words startup, nonprofit, and healthcare each conjure up different ideas of work and culture. We like to think of ourselves as a great mix of all three:

- 1) **Startup Mentality:** We operate nimbly, on a tight budget, and constantly iterate to deliver a better product today than we did yesterday. Concrete absolutes rarely exist in our daily work.
- 2) **Nonprofit Core:** We believe deeply in the power of our impact, care for the work-life balance of our employees, and use our mission and data to drive our progress.
- 3) **Healthcare Ecosystem:** We interact with brilliant clinicians and healthcare systems on a daily basis, helping them improve their communications with patients while reducing burnout.

Position summary:

The Finance & Administrative Coordinator will handle basic accounting and office functions including bookkeeping, accounting system entries, payroll and bank transactions. This position provides a unique mix of day to day tasks combined with the ability to collaborate with our leadership team to recommend and implement improvements to our bookkeeping processes and systems.

This position is perfect for a detail-oriented, proactive professional who enjoys working with numbers, has some accounting-related experience, is comfortable with technology, and is committed to ensuring compliance with relevant policies and best practices.

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Qualifications include:

- Passion and commitment to furthering VitalTalk's mission
- Associate's or Bachelor's degree in Accounting or Business Administration, or equivalent experience
- 3+ years of experience in an accounting function, preferably at a nonprofit
- Excellent communication skills and time management skills
- Excellent attention to detail
- Experience with Quickbooks strongly preferred; proficiency in MS Office including Excel

Primary Responsibilities:

- Performs accounting functions including budget monitoring, monthly reconciliations of accounts, Accounts Payable, Accounts Receivable (including aging summary and invoice follow-up), monthly financial statement preparation
- Process and ensure quality and accuracy of semi-monthly payroll process as well as credit card and expense reimbursements
- Code and record all accounts payable transactions, issue payments to vendors and contractors
- Researches, analyzes and resolves payroll, billing or AP and AR problems or questions including questions from VitalTalk customers
- Coordinates financial review and Form 990 preparation by external CPA firm; assists in preparation for external audit in future years as required
- Ensures that VitalTalk follows best practices as well as internal policies for financial internal controls and processes, and proposes new controls as necessary
- Assists with administrative functions for HR, contractor and vendor management including related paperwork and files, as well as benefits renewals
- Performs general administrative tasks to support office operations including meeting scheduling and supply ordering
- Prepare, conduct, and record all bank deposits in accounting system and track balances in VitalTalk accounts
- Perform monthly reconciliations and research any discrepancies in balance sheet, revenue, and expense accounts
- Enter transactions in accounting system (QuickBooks) and ensure they are recorded accurately
- Prepare reports for donors on grant progress and spending
- Maintain files and perform renewals for our business and charity registrations



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To apply:

VitalTalk is a progressive and innovative equal opportunity employer based in Seattle, Washington. Compensation and benefits will be competitive and reflect not only the current budget and size of the organization, but the expected growth and development. Benefits include fully-paid employee health, dental, and vision insurance, paid time-off, 401k plan, commute assistance, cell phone reimbursement, a dog-friendly office, and plenty of office snacks (you'll get to help choose!).

Interested candidates should send a resume and cover letter (addressed to "Whom it may concern") to hring@vitaltalk.org with the subject line "Finance & Administrative Coordinator – *Your Name.*" In your cover letter, please include one example of something you are passionate about that took planning, time management, and attention to detail.

The position will remain posted until filled and interviews will be granted on a first-come basis for qualified applicants.

VitalTalk provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.