



The Arc of Volusia Business Coordinator Job Description

Position: Business Coordinator
Job Status: Full-Time-Direct Hire (40 hours/week)
Reports to: Executive Director

JOB ANALYSIS:

The Arc of Volusia's Business Coordinator works directly with the Executive Director and other members of management to keep departments in tune with necessary processes and helps to support the overall business operations of The Arc of Volusia. This is a confidential position and an employee in this position performs clerical duties, as well as a variety of other tasks. Evaluation and supervision of work is done by the Executive Director.

JOB DESCRIPTION:

- Oversee and maintain all Excel Service Logs & production logs, assisting staff as needed.
- Process service logs on a monthly basis, complying with all governing regulations. This will include quality control, mailing to Support Coordinators, signing, and filing.
- Assist the Senior Accountant with payroll issues for both staff & clients.
- Assist the Senior Accountant with billing on a monthly basis.
- Process all incoming donations, enter information into the agency donor tracking system, and send out acknowledgements.
- Assist with the maintenance of the website, social media, and marketing efforts.
- General administrative duties – including opening, closing, answering phones, copies, etc.
- Prepare confidential letters, reports, contracts, etc. for the Executive Director.
- Maintain confidential records and files.
- Proofread varying types of materials to ensure that information is correct, complete, and adheres to agency rules and regulations.
- Schedule meeting and appointments for Executive Director and other members of management.
- Attend in-service and staff meetings.
- Assist in maintaining employee personnel records including training information.

- Create and maintain personnel files.
- Update and maintain employee data for provider licensing requirements.
- Meet with all new hires, obtain all required documentation, and establish a start date with the employee.
- Acts as backup to clerical staff (i.e. attendance, answering phone, open doors).
- Record minutes at various meeting as deemed necessary (Board Meetings, staff, management, etc.).
- Responsible for maintaining outgoing mail (i.e. postage, records, etc.).
- Performs other related work as required.
- Must sign and adhere to Confidentiality Agreement.

JOB SPECIFICATIONS:

College degree is preferred or four or more years of office management/operations experience required.

Proficiency in Excel and other Microsoft Products Required

Strong overall technology skills required; must have a thorough knowledge of office machines, Word, Excel, Publisher, and other related computer hardware and software.

Knowledge of business operations and best practices required

Knowledge of “Agency for People with Disabilities” (APD) rules and regulations (*or willingness to learn*) will be helpful for success in this position.

Must be able to obtain the required background screenings per regulatory requirements.

Must have the ability to relate well with others.

Must possess a valid FL driver’s license.

To thrive in this position you will need attention to detail, high standards, and excellent communication skills. You should be a team player who believes in working hard while also having fun and contributing to a positive work culture for all.