Job Posting

Fiscal Operations Coordinator

About South End Stories

South End Stories is a trauma-conscious and anti-racist arts education program serving students and educators throughout King County, Washington. We encourage critical thought to stimulate artistic expression and exploration of identity at the highest level of learning. Through our work, we aim to guide students towards a collaborative style of learning, giving them tools to share their stories through multiple means of expression.

Job Description

We are seeking a detail-oriented and strategic **Fiscal Operations Coordinator** to serve as the South End Stories(SES) point person and project manager for our financial operations partners at Franklin Pierce Northwest(FPNW). This role will support budgeting, payroll readiness, and accounts payable while partnering closely with leadership to support effective decision-making and compliance. The ideal candidate brings strong analytical skills, nonprofit financial experience, and a commitment to building efficient, transparent financial systems that support organizational growth and impact. This position reports directly to the Director of Assessment and Development.

Financial Management & Oversight

- Serve as the organization's primary internal financial point person, working closely with the Executive Director, Director of Assessment and Development, Board Treasurer, and SES's accounting firm, Franklin Pierce Northwest (FPNW).
- Collaborate with FPNW on annual and project budgeting, working back and forth from the budget template FPNW creates, with input from program directors and fundraising leadership.
- Support budget implementation, expense tracking, and financial performance monitoring through budgets vs. actuals reporting.
- Ensure accurate documentation of all expenditures and alignment with approved budget line items.
- Track budget actuals, underspend, and reallocations as approved by leadership. Budgets are only amended with a board resolution.

- Understand and support the cashflow tool, including tracking starting cash, running bottom line, and expected changes or scenarios. Decisions based on cashflow analysis remain with the director level team.
- Collaborate with the director level team to develop and maintain fiscal policies governing expense reimbursement, gift acceptance, staff compensation, and internal controls.
- Flag financial risks and cashflow challenges to the director level team.

Payroll Readiness

- Serve as the SES point person for FPNW on payroll, including new hire and rate change requests and other repetitive, time sensitive tasks.
- Manage payroll allocations.
- Ensure payroll is ready to be run: all staff and contractors have input their hours and know how to fill out their timesheets.
- Ensure all timesheets are accurate, approved in advance, and aligned with contractual and budgetary allowances.
- Collaborate with the Director of Education to confirm instructional hours and approvals.

Accounts Payable Initiation

- Initiate the weekly accounts payable process with FPNW by adding all invoices that need to be paid, including Gusto contractor invoices and other bills.
- Add all signed paper checks to the process internally.
- Code transactions monthly when FPNW indicates they are ready. Many will repeat, and some will be new each month.

Grants & Contracts Administration

- Collaborate with the Director of Assessment and Development to prepare financial documents for grant compliance and reporting.
- Prepare budget narratives and financial documentation for funders.
- Track benchmarks and reporting deadlines to support timely reimbursement and compliance.
- Support grant budgeting, revisions, and financial reporting in collaboration with development staff.

Meetings

- Weekly meeting with FPNW
- Weekly 1:1 with Director of Assessment and Development
- Join quarterly meetings with the SES Board to present the financial report

Qualifications and Skills

- **Experience:** Experience in financial management, accounting or budgeting. Experience in nonprofit financial management is ideal. Experience coordinating with external providers, such as accounting or payroll partners, and managing recurring, time-sensitive deadlines such as timesheets and new hire requests.
- **Technical Skills:** Ability to learn bill.com and Gusto, and proficiency in Google Workspace Suite, particularly Sheets.
- **Knowledge:** Understanding of budgets vs. actuals and cashflow, and of governmental grant reporting.
- **Soft Skills:** Strong analytical, decision-making and communication skills. Discretion with confidential payroll information. Demonstrated commitment to anti-racist practices, accessibility, and respectful collaboration with culturally diverse staff, artists, youth, and communities.

Compensation/Work Schedule

10-16 hours a week at $35-40/hr. The schedule is flexible, and daytime hours that align with collaborative team members' schedules are a necessity. South End Stories works Monday - Friday 8am - 5pm, some nights & weekends for special events & training.

Benefits or perks

As a member of the South End Stories administrative team you'll enjoy paid holidays, sick leave, vacation, and personal time. This position is not eligible for benefits (Medical, Dental, Vision).

Location

Ideally Seattle, WA, but the position is mostly remote with about 10% travel.

Contact/application information

Send your cover letter and resume to info@southendstories-artsed.com with the subject line "Fiscal Operations Coordinator Application + [YOUR NAME]". Open until filled, we will review applications on a rolling basis.