



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 oversee the organization's financial operations and ensure long-term fiscal health. This role will lead budgeting, financial reporting, and payroll 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 Operations.

Financial Management & Oversight

- Serve as the organization's primary internal financial manager, working closely with the Executive Director, Director of Operations, Board Treasurer, bookkeeper, and CPA.
- Support annual budgeting and forecasting processes with input from program directors and fundraising leadership.
- Oversee budget implementation, expense tracking, and financial performance monitoring.
- Analyze financial data and operational metrics to assess efficiency, identify risks, and recommend improvements.
- Ensure accurate documentation of all expenditures and alignment with approved budget line items.
- Collaborate with the Director of Operations to develop and maintain fiscal policies governing expense reimbursement, gift acceptance, staff compensation, and internal controls.
- Support the preparation and review of financial reports and ensure compliance with regulatory and tax requirements.
- Assess financial risk and implement safeguards to protect organizational assets.

Payroll Administration

- Manage payroll processing through Gusto for staff and contractors.
- 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.
- Collaborate with the Director of Operations to ensure payroll reminders, training, and ongoing support to staff as needed.

Grants & Contracts Administration

- Collaborate with the Director of Assessments & Development to prepare financial documents for grant compliance and reporting.
- Prepare invoices, 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.

Budgeting, Expenses & Accounting Support

- Enter and maintain financial data within the organization's accounting system for review by the bookkeeper and CPA.
- Manage accounts payable, including invoice processing, vendor payments, and expense tracking
- Oversee accounts receivable, including billing, collections, and reconciliation of funder accounts."
- Monitor cash flow throughout the fiscal year and flag potential challenges or adjustments.
- Manage bank deposits and confirm electronic transfers.
- Track budget actuals, underspend, and reallocations as approved by leadership.

Meetings

- Weekly 1:1 with Director of Operations
- Meet bi-weekly with SES bookkeeper & the Director of Operations to support their records & collaborate on systems.
- Join quarterly meetings with SES Board to present the financial report

Qualifications and Skills

- **Education:** Bachelor's degree in accounting, finance, business administration or a related field.

- **Experience #1:** Several years of experience in financial management, accounting or budgeting. Experience in non-profit financial management is ideal
- **Experience #2:** Proven experience as a Finance Manager or in a similar senior accounting role (3+ years).
- **Technical Skills:** Proficiency in accounting software (e.g., QuickBooks Online and Gusto) and Google Workspace Suite, particularly Sheets.
- **Knowledge:** Strong understanding of GAAP (Generally Accepted Accounting Principles) and governmental grant reporting.
- **Soft Skills:** Strong analytical, decision-making and communication skills.

Compensation/Work Schedule: 12-18 hours a week at \$40/hr. 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.