

Position Title: Finance and Administrative Coordinator
Classification: Non-Exempt
Reports To: Director of Development
Location: Wyoming
Compensation: \$22.75 - \$24.75 Hourly

Your Role in Our Mission

The Finance and Administrative Coordinator serves as the primary on-site Finance team contact for Food Bank of Wyoming and supports daily operations through financial administration, office coordination, onboarding support, vendor coordination, and administrative tasks. This position partners closely with the Food Bank of the Rockies team in Aurora, CO to maintain accurate financial processes, support employee onboarding and engagement, coordinate office resources, and ensure compliance with organizational financial policies and grant requirements.

What You'll Do

Finance

- Coordinate accounts payable and accounts receivable functions for Food Bank of Wyoming, ensuring transactions are accurate, timely, and compliant with organizational policies.
- Process and deposit all organizational funds, including donations, agency payments, and other revenue sources.
- Complete daily deposits, secure funds appropriately, and prepare deposit reports for submission to the Aurora Finance team.
- Enter and reconcile daily donations within organizational databases and prepare monthly reconciliation reports.
- Maintain accurate financial records and documentation to support audits, grant compliance, and reporting requirements.
- Track, prepare, and submit invoices for USDA and other government grants, collaborating with Development, Programs, and Sourcing teams to ensure compliance with funding requirements.
- Assist Development and Finance teams with financial documentation required for grant tracking and reporting.
- Process agency payments and prepare monthly agency account statements.
- Review agency accounts regularly and follow up on delinquent or outstanding payments.
- Submit and code invoices through Concur, obtain required approvals, and monitor payment status.
- Support staff's monthly expense reports for organizational purchasing cards, including receipt reconciliation, expense coding, and documentation of missing receipts.
- Train and support staff in Concur and related spend management processes, including expense submission, receipt documentation, coding expectations, and approval workflows.
- Manage CERES-related financial tasks, including Hunger Relief Partner accounts and donation reconciliations.
- Assist the Aurora Finance team with special projects and other accounting support as needed.
- Monitor expenses against approved budgets, maintain accurate supporting records, and escalate budget

questions or variances to the appropriate Finance or leadership team member.

- Ensure the proper retention and disposal of confidential records and sensitive information.
- Adhere to all organizational policies, financial controls, and compliance standards.

People & Culture and Office Administration

- Support employee onboarding activities by coordinating orders for business cards, identification badges, nameplates, branded apparel, and employee welcome materials.
- Manage the intake and ordering process for employee uniforms, branded clothing, promotional items, and organizational swag.
- Assist in scheduling and coordinating new employee orientation activities, including site logistics, materials, onboarding communications, and coordination with the People & Culture team.
- Coordinate with the Information Technology (IT) department for new employee equipment and system access.
- Manage office and kitchen supply procurement, inventory tracking, organization, and purchasing to ensure adequate resources are available for all departments.
- Develop and maintain professional relationships with suppliers, vendors, and service providers, including requesting, collecting, and submitting all required documentation to the Aurora Finance team to establish and maintain approved provider status.
- Maintain accurate records, filing systems, and office documentation.
- Handle confidential information with discretion and care, ensuring the privacy and respect of employees, volunteers, partners, donors, or others.

How the Work Gets Done

The Finance and Administrative Coordinator demonstrates the following core competencies in daily practice:

- **Instills Trust:** Demonstrates the highest level of integrity, discretion, and professionalism when handling confidential information, financial records, and sensitive employee data. Builds trust through consistent follow-through, transparency, accountability, and ethical decision-making
- **Collaborates:** Collaborates effectively across departments and teams to achieve shared goals, foster positive working relationships, and support organizational success.
- **Customer-Centric Focus:** Places the needs of customers, partners, donors, and colleagues at the center of every interaction. Consistently delivers responsive, courteous, and solution-oriented service while maintaining a high standard of professionalism and accountability.
- **Ensures Accountability:** Exercises sound judgment and takes initiative to ensure tasks and projects are completed effectively and efficiently. Maintains a high level of accountability by delivering reliable results and addressing issues promptly.

What We're Looking For

- High school diploma or equivalent required; Associate's degree in accounting, finance, or related field a plus; or equivalent work-related experience.
- Minimum of two (2) years of related experience in financial administration, bookkeeping, accounts payable, accounts receivable, office coordination, or a related administrative role.
- Strong organizational, time management, and follow-through skills, with the ability to coordinate priorities, meet deadlines, and manage multiple financial and administrative tasks accurately.

- Previous experience working in non-profits preferred.
- Commitment to Food Bank of Wyoming's mission and ability to represent the organization positively with employees, volunteers, partners, donors, vendors, and community members.
- Working knowledge of financial administration, including accounts payable, accounts receivable, deposits, reconciliations, invoice processing, expense coding, and budget tracking.
- Ability to maintain accurate records and supporting documentation for audits, grant compliance, reporting, vendor setup, and internal financial controls.
- Ability to exercise sound judgment, solve problems independently, and escalate questions or variances to the appropriate Finance or leadership team member.
- Strong interpersonal and customer service skills, with a professional, responsive, and collaborative approach to supporting internal teams and external partners.
- Ability to communicate clearly and professionally, both verbally and in writing, with employees, vendors, partners, donors, and cross-functional teams.
- Proficiency with Microsoft Office Suite and ability to learn and use business systems such as Concur, CERES, donor or partner databases, and related financial or administrative platforms.
- Ability to handle confidential financial, employee, donor, and partner information with discretion, accuracy, and care.
- Ability to support office coordination, supply management, vendor relationships, onboarding activities, and related administrative processes.
- Demonstrated attention to detail and commitment to accuracy, compliance, and consistent follow-through in financial and administrative work.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Using office equipment such as a computer, mouse, keyboard, printer
- Primarily works in office environment; outdoor work environment occasionally.
- Occasionally lift or move up to 20 lbs.

Expected Hours of Work:

This is a non-exempt, full-time position working approximately 40 hours per week. A typical work schedule is Monday through Friday, 8:30 a.m. – 4:30 p.m., and may occasionally include evenings and Saturdays based on organizational needs. Daily in-person attendance is required for this role.

Benefits:

At Food Bank of Wyoming, we provide a fulfilling workplace along with a comprehensive benefits package that includes:

- **Generous Paid Time Off:** Flexible paid time off, including 10 paid holidays, sick leave, parental leave, and opportunities for paid volunteer time.

- **Robust Retirement Plan:** A 401(k)-retirement plan with a 4.5% employer match, plus additional matching based on tenure for a total potential match of up to 8.5%, to support your long-term financial security.
- **Comprehensive Health Coverage:** Competitive health, dental, vision, and life insurance plans to support your meet your and your family's needs.
- **Bilingual Incentive:** A monthly incentive for certified bilingual staff, recognizing and rewarding your valuable language skills.

To Apply:

If you are looking for a mission-focused organization where innovation and teamwork are encouraged and new ideas are valued, then this is an ideal position for you.

Apply online through wyomingfoodbank.org/join-our-team/. Applications will be accepted until **September 11, 2026**.

Thinking about applying?

True passion and excitement for making an impact are just as important as work experience.

We encourage you to apply even if you feel you don't check every box in this posting.

Food Bank of Wyoming is an Equal Opportunity Employer (EOE), M/F/D/V/SO. We are committed to providing reasonable accommodations to applicants with disabilities in order to participate in the application or interview process. If you require any accommodation, please contact us at hr@foodbankrockies.org or 303-371-9250