



Canopy Center

Job Announcement - Office & Financial Coordinator

Come join us! We're looking for someone who is reliable and detail-oriented to take care of our office and assist with basic financial bookkeeping tasks.

About us: Canopy Center is a non-profit agency located in Madison, Wisconsin that provides services to children and families in our community impacted by trauma and adversity.

With a small paid staff and lots of volunteers we operate three direct service programs:

- **CASA**, which stands for Court-Appointed Special Advocates (a national program), which pairs community volunteers with children under court protection, giving those children a strong, informed voice in the courts.
- **Oasis**, which provides trauma-informed therapy for survivors of sexual abuse and their non-offending caregivers.
- **Parent to Child**, which provides supervised visitation services to families at times when Dane County Human Services is unavailable.

Job Title: Office & Financial Coordinator

Qualifications: Candidate should be proficient with office and database software applications (Google Suite, Microsoft Office, Salesforce or similar) and should be either already familiar with or able to pick up quickly the use of Quickbooks accounting software. Candidate *must* have a commitment to detail and to getting the little things right.

Some things you would do: Purchase copy paper and toner when the office printers are low.

Provide a work-from-home employee with an agency laptop, updating a tracking spreadsheet with its current location.

Use receipts to log expenses incurred by a program director who purchased food for a volunteer training day.

Contact an IT-support vendor to gather information relevant to potentially filing a Form 1099.

To succeed, you should be: Organized. A good communicator. Detail-oriented. Someone who follows through on tasks.

Position Details

Official Duties:

Office

- Manage equipment, including office machines and equipment issued to staff, and provide troubleshooting support to staff.
- Maintain and care for needs of general staff areas (staff work area, lounge, conference room, kitchen, bathrooms).
- Support in the maintenance of specific program areas, including regular cleaning of supplies/toys.
- Purchase and maintain office supplies regularly and other agency supplies/equipment as requested.
- Process daily incoming and outgoing mail.
- Provide backup coverage of client services (reception) duties, including answering the phones and greeting clients.

Financial

- Prepare and record accounts payable (AP), including entry of payables into accounting software and maintenance of AP filing system.
- Create, send, and follow up on financial forms and documents as needed.
- Assist with financial reporting for contracts and grants.
- Assist in annual financial audit process as needed.

Other duties as assigned.

Other Requirements:

Hours 35 hours per week, generally during normal business hours Monday-Friday, with limited work from home if desired.

Physical Ability to lift up to 25 lbs.

Education High school diploma + 3 years experience; or Associate's or Bachelor's degree in a related field.

Salary and Benefits:

\$36,400 - \$40,040 annually, based on qualifications. Long-term disability and life insurance policy premiums paid in full by the agency. Health insurance is available for employees working 30 or more hours per week, with single coverage paid 90% by the agency. SIMPLE IRA payroll contribution available with agency match of 1-3%. A full Benefits Summary is included in the application packet.

To Apply:

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact Human Resources at personnel@canopycenter.org to receive an application packet. Must return all of the following to be considered:

1. Cover letter;
2. Resume;
3. A list of three professional references;
4. Answers to application questions;
5. Completed employee verification, authorization, and release statement; and
6. Completed federal reporting form.

The position will be posted until filled.



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Benefits Summary

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

Retirement savings: Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

Employee Assistance Program (EAP) Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee is awarded one week of sick leave upon hire (based on FTE) and earns an equivalent of an additional two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 84 hours of Holiday pay per year (this is based on FTE and includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

Staff Health and Wellness Fund Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff.
(Amended 2/27/2019)

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.



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Application Questions

Instructions:

Please include the following information when you submit your cover letter and resume for the Office and Financial Coordinator position at the Canopy Center.

Basic Qualifications of Position – Please consider the qualifications listed below. If you have not done so in your cover letter or resume, please CLEARLY state how you meet the qualifications.

Candidate should be proficient with office and database software applications (Google Suite, Microsoft Office, Salesforce or similar) and should be either already familiar with or able to pick up quickly the use of Quickbooks accounting software. Candidate *must* have a commitment to detail and to getting the little things right.

Please answer the following questions:

1. What do you prefer to be called? _____
2. What are your preferred pronouns? _____
3. Are you proficient in Microsoft Office (specifically, Word and Excel) and willing to learn new software for client information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

_____ Yes _____ No
4. If required, do you have a valid Wisconsin driver's license?

_____ Yes _____ No
5. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

_____ Yes _____ No
6. The hours required for this position are: 35 hours per week, generally during normal business hours Monday-Friday, with limited work from home if desired. There will be a staff meeting the second Wednesday of each month at noon. Do you have any ongoing schedule conflicts with the times above?

_____ Yes _____ No If yes, please specify: _____
7. Are there any days/times you are NOT currently available to work?

_____ Yes _____ No If yes, please specify: _____

8. How did you learn of the position opening with our agency?

___ Agency website

___ Job Announcement posting

If so, where? _____

___ Word of mouth

___ Other: _____



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Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal, and I agree that Canopy Center, Inc. shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools, and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools, and persons from any liability.

Signature

Date

Printed Name



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Federal Government Reporting Form

The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group. **Please note that providing this information is optional.**

Name _____ Current Date: _____

Position applied for _____

Sex: Female ____ Male ____ Other ____

Date of Birth: _____

Disability: Yes ____ No ____

Armed Forces Veteran: Yes ____ No ____

Ethnic/Racial Background:

Alaskan Indian _____

African American/Black _____

American Indian _____

Asian _____

Hispanic/Latino _____

White/Caucasian _____