

The Treehouse Administrative and Finance Director oversees accounting and strategic planning of the organization's administrative functions and helps cultivate a positive environment for Treehouse moms. The Treehouse mission is: **To provide moms and babies a brighter future through sharing God's love, basic necessities, education, and genuine personal care.**

Administrative and Finance Director

Hours: 40 hours/week

Skills required:

Accounting:

- Manages Accounts Payable and Receivable
- Provides timely reporting to the Executive Director and the Board of Directors

Administration:

- Serves as backup to the Executive Director in the Director's absence. Reports directly to the Executive Director.
- Ensures that all policies and procedures stay up to date.
- Facilitates Strategic Planning, allowing ED to participate with the Board. Provides regular updates to the Executive Director on adherence to the Strategic Plan.
- Generates quarterly acknowledgments for donors.

Operations:

- Liaison with IT, telephone, and technology vendors
- Completes annual State Registration for fundraising
- Supports and works with staff and volunteers to ensure data collection is accurate (this includes Binders, Folders, Google Forms, Spreadsheets). Keeps staff apprised of changes.
- Updates the grant tracker with monthly expenditures

Fundraising Support:

- Manages CRM database
 - Updates mailing lists in advance of mailings, reviews NCOA reports

General:

- Works to support ED in all capacities.
- Fills in where needed in all Treehouse services. (Programs, Playroom, Front Desk, Thrift Store, etc.)
- Other Duties as assigned.

Bachelor's degree preferred. Accounting / Management experience required. Must be proficient in QuickBooks Online, Word, Excel, Canva, and Google Forms.

Contact: Jaleen Claassen

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