The Underline

**FINANCE OPERATIONS COORDINATOR**

**Organization Summary**

The Underline is a bold idea to reclaim 10 miles of land beneath the Miami Metrorail and transform it into a beautiful, active green space that becomes a magnet for residents and visitors alike. Friends of The Underline (FUL) is a nonprofit organization driving the realization of an innovative multimodal trail and open space that connects Miamians.

**Position Summary**

Friends of The Underline seeks a highly organized and agile professional who is passionate about improving Miami and fostering community connections. The Finance Operations Coordinator will support finance and administrative operations, ensuring smooth information flow across financial, governance, and programmatic areas. This role involves recording financial activity, managing correspondence, supporting office operations, and assisting with various administrative tasks.

**Essential Function:**

*Financial Operations:*

- Manage Accounts Payable: Maintain vendor records, process invoices, handle W-9s, monitor cash balances, and respond to inquiries.
- Oversee Accounts Receivable: Prepare and track invoices, record deposits, maintain AR reports, and manage collections.
- Support Month-End Close: Assist with reconciliations, credit card reviews (Divvy), and generate financial reports (AP/AR aging, balance sheet, P&L, sales tax).
- Assist with Grants & Annual Reporting: Allocate expenses, prepare financial reports, support audits, and file 990/1099 forms.
- Monitor Credit Card Usage and support risk management and insurance processes.
- Provide Training on AP procedures, expense guidelines, and Divvy usage.

*Governance & Administration:*

- Prepare materials, record and maintain minutes, and track attendance for Finance, Investment and Audit Committees.
- Manage corporate licenses and registrations.
- Coordinate Board Meetings: Logistics, documentation, attendance tracking, and minutes.
- Support Office Management:
    - Administer supplies, office maintenance, general correspondence, subscriptions, and document retention;
    - Coordinate contract approvals, manage professional development logistics, report on KPI's, and notarize documents.
- Organize Internal Events.
- Perform other duties as assigned.

**Skills and Qualifications**

- Bachelor's degree in Accounting, Business Administration, or related field
- Fluent in English; basic Spanish proficiency
- Minimum 2 years of experience in bookkeeping or financial management (AP, AR, budgeting, financial schedules)
- Proficiency in Microsoft Excel, Google Sheets, Microsoft Office, and Google Workspace
- Strong communication, note-taking, proofreading, and writing skills
- Detail-oriented with excellent organizational abilities
- Strong analytical and problem-solving skills
- Experience with QuickBooks and Bill.com preferred

**Benefits**

- Medical
- Dental
- Vision
- Retirement with an employer match
- Paid Time Off
- Paid Holidays

**Compensation**

- Hourly, Non-Exempt, Expected Range $24.00 to $33.65/hour