**JOB DESCRIPTION FOR HIRING USE**

**Operations & Finance Coordinator**

**Redwood Area Development Corporation (RADC)** – Redwood Falls, MN

**Email your resume and cover letter to programs@radc.org.**

**About the Role:**

The Redwood Area Development Corporation (RADC) is seeking a **detail-oriented and community-minded Program & Finance Coordinator** to support the financial and administrative operations of several key programs. This role will work closely with the Executive Director and partner agencies to help manage grant-funded loan programs, support internal bookkeeping, and assist in nonprofit program delivery. **Individuals with a working knowledge of accounting and budgeting principles, strong communication skills, and a sharp eye for detail are encouraged to apply.** Previous experience in bookkeeping is a preferred qualification, and **a background in low-income housing or public assistance programs is considered a valuable asset.**

This is a full-time position based in **Redwood Falls, MN** that offers a unique opportunity to make a real impact across the Redwood area.

**Key Responsibilities:**

**Program/Operations Support:**

* Process loan apps, board notifications, approvals/denials, and payment disbursements for programs
* Assist with the administration of **business and homeownership loan and grant programs**: intake, approvals, payment tracking, managing applications, organizing documents, and preparing materials for committee review
* Take minutes and prepare packets for board meetings
* Help manage communications with program participants and community partners
* Assist with day to day data entry, filing, and general office duties as needed

**Financial Administration:**

* Prepare monthly invoices, deposits, and internal reports
* Assist with bookkeeping, including QuickBooks entries, reconciliations, and A/R tracking
* Process payroll and bill payments as well as payroll tax filings (monthly, quarterly, annual)
* Help prepare materials for annual audits

**Qualifications:**

* Strong organizational skills and attention to detail
* Experience with bookkeeping or financial processes (QuickBooks a plus)
* Ability to manage multiple tasks and deadlines
* Excellent communication and customer service skills
* Proficiency in Microsoft Office (Excel, Word, Outlook)
* Experience working with nonprofit or community-based programs is a plus
* A background in housing programs is a plus