



Office Coordinator Success Map

Job Title: Office Coordinator

Reports to: Administration and Systems Manager

Direct Reports: None

Position Overview: Acadiana Center for the Arts is a \$4.5 million nonprofit organization dedicated to fostering a vibrant arts and culture landscape across the region. Our Finance & Administration department is fast-paced and high impact focusing on organizational effectiveness and sustainability through sound fiscal stewardship, strong operational systems, and responsive administrative support.

The Office Coordinator is a key support role that ensures the day-to-day administrative and operational needs of the organization are met with accuracy and timeliness. This part-time, 20-hour-per-week role supports financial processes, maintains internal systems, and helps keep the office running smoothly. This role requires daily, in-office presence to complete assignments and support team operations. The Office Coordinator works closely with both the Finance Director and Administration and Systems Manager.

Focus Area 1. Finance & Accounting Support

Success Statement: Financial and accounting processes are executed accurately and on time, ensuring smooth invoice tracking, reconciliations, and reimbursements with well-organized documentation that supports internal efficiency and external compliance.

1. Receive, track, and distribute invoices; assist with proper documentation and coding
2. Prepare checks for processing: gather signatures, make copies, envelope appropriate materials, and mail or distribute
3. Perform daily cash counting and reconciliation for front desk and café operations
4. Run daily reports in Square and SimpleTix to confirm transactions align with deposits
5. Reconcile credit card transactions on a weekly basis
6. Assist with accounts receivable and payable prep and financial documentation organization
7. Prepare grant and contract reimbursement requests with supporting documentation for review by the Administration and Systems Manager
8. Assist with annual audit work

Focus Area 2. Office & Administrative Support

Success Statement: Office operations run smoothly and efficiently thanks to timely mail handling, organized filing systems, and well-maintained shared spaces. Staff have reliable access to supplies and administrative support, and errands such as bank deposits are completed accurately and on schedule.

1. Collect and distribute incoming mail
2. Deliver deposits to the bank on a regular schedule and conduct other errands as needed (mileage reimbursed)
3. Consistently maintain accurate and up-to-date paper and digital filing systems in line with retention policy ensuring orderliness
4. Manage shared spaces including the copy room, mail room, and storage closets, including recycling and supply organization
5. Manage office supply inventory and procurement on a weekly basis



6. Respond to staff requests for administrative materials and support in a timely and organized manner

Focus Area 3: Systems & Operations

Success Statement: Administrative systems and processes are supported with accuracy and consistency, enabling cross-departmental projects to move forward efficiently.

1. Assist with simple systems updates and internal process tracking as directed
2. Support special administrative projects across departments and as system improvements are implemented within the department
3. Ensure documents are consistently stored, labeled, and archived according to policy
4. Promote smooth internal communications and help reinforce operational procedures

Focus Area 4: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

1. Report to the Administration and Systems Manager.
2. Work in coordination with all departments to ensure a level of excellence with our finance and administration support.
3. Serve as the first point of contact for internal administrative support requests from staff
4. Prepare for and participate in regular staff meetings and training, as directed.
5. Other duties or special projects as requested by the Administration and Systems Manager

Qualifications

- 2+ years of office, administrative, or clerical experience (nonprofit experience a plus)
- Strong attention to detail and organization skills
- Basic familiarity with financial documentation and handling of confidential information
- Comfortable with office technology (copiers, shared drives, Microsoft Excel, Google Suites)
- Ability to work independently and manage priorities within limited weekly hours
- Ability to offer in- person presence at AcA's downtown Lafayette location.
- Reliable transportation is required in order to complete errands and bank deposits (mileage reimbursed)
- Commitment to the mission of the organization and a positive, can-do attitude

Compensation & Benefits

- **Pay Rate:** \$16 per hour
- **Retirement:** Employer-matched SIMPLE IRA (3% contribution)
- **Membership:** Complimentary *Insiders Membership* at Acadiana Center for the Arts
- **Event Access:** Free admission for you and a guest to AcA events, when space is available
- **Work Environment:** Collaborative, fast- paced, mission driven nonprofit setting with opportunities to engage in regional arts and culture alongside passionate team members
- **Professional Development:** Occasional access to workshops, trainings, or staff enrichment activities