

Administrative Coordinator

The Arc Mid-South is seeking a dependable and detail-oriented Administrative Coordinator to provide administrative, fiscal, and business office support for our nonprofit organization. This position will assist with daily office operations, accounting functions, payroll support, financial documentation, compliance records, and administrative projects.

The ideal candidate is organized, professional, detail-focused, and able to manage multiple priorities while supporting a mission-driven organization.

Responsibilities include:

- Provide administrative support for daily agency operations
- Assist with fiscal and accounting functions, including invoices, purchase documentation, expense tracking, and financial records
- Support payroll processing and maintain accurate employee documentation
- Assist with accounts payable, accounts receivable, and financial reporting processes
- Maintain organized electronic and paper records
- Assist with HR documentation, onboarding, and compliance requirements
- Prepare reports, spreadsheets, correspondence, and other administrative documents
- Support audits, contracts, and organizational documentation

Qualifications:

- Administrative, accounting, fiscal, or nonprofit office experience preferred
- Experience with bookkeeping, payroll, or accounting systems a plus
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office and data management systems
- Ability to maintain confidentiality and meet deadlines
- Professional communication and problem-solving skills

Join The Arc Mid-South and be part of a mission-driven organization dedicated to supporting individuals and families in our community.

Equal Opportunity Employer