**Department:** Improvement & Service Management

**Title:** Administrative Service Coordinator

**Key Areas:** Finance, Accounting, Budgeting, Administration, File Organization, Data Entry, Customer Relations

**Direct Report:** Head of Improvement & Service Management

**Terms of Employment:**Full-Time 40 Hours

**Employee Category:** Non-Exempt

**Exemption:** Administrative

**About DKMS**

Get inspired by doing something that really matters and join our team of dedicated, caring people at Delete Blood Cancer DKMS. Every day, we help save lives by adding more potential donors to the bone marrow registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 9.3 million potential donors, and nearly 79,000 of these have gone on to donate to patients. You’ll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors and help save more lives.

**Position Summary:** Assist the Donor Management Team and the Finance Team in the USA and Germany with the coordination of financial activities relating to Stem Cell Donor Management activities.

**RESPONSIBILITIES:**

**ADMINISTRATION**

* Organize and continually maintain the office and back supply/storage and kitchen area (excluding Logistics, Medical, and/or DR supplies)
* Keep inventory and maintain a spreadsheet of all supplies
* Placing office-wide supply orders such as but not limited to department orders, W.B. Mason (General Office Supplies), Corporate Coffee (Water & Coffee), Amazon (Kitchen Supplies) and/or IT supply orders in partnership with department leads
* Stock and put away all office incoming supplies

**STEM CELL DONOR PAYMENT COORDINATION**

* Obtain, prepare and scan all invoices relating to stem cell donor travel and donor financial assistance
* Keep daily excel logs of all received medical and donor invoices for the need of the medical team
* File and manage the archiving process for medical billing

**CONCUR EXPENSE SYSTEM MONITORING**

* Send out monthly reminders to credit card holders to ensure timely submission of the reports
* Handling of employee expense reimbursement documents

**CASH AND CONTRIBUTION RECEIPTS**

* Coordinate cash receipts tracking by opening the mail, donor drive boxes, and business reply mail, or by researching cash arriving via various websites like Blackbaud, PayPal, and Facebook
* Prepare daily bank deposit, review with management and then deposit incoming donor donations   
  Provide corresponding management reporting
* Prepares donation income entries on daily basis
* Safe-keeping and preparation of petty cash reconciliation
* Prepare Contribution Reconciliation with other departments on a monthly basis

**GENERAL**

* Administrative duties including incoming/outgoing mail, filing and archiving, and other duties assigned
* Support the Financial team during year end audit with requested schedules and audit selection

**Requirements:**

The ideal candidate must be highly organized and detail oriented. Accuracy and diligence in handling financial aspects of donor related activities is essential. A proactive service-oriented attitude combined with an exceptionally high team work spirit to “get things done” is of utmost importance.

* Two years’ work experience or equivalent required
* Proficiency with Microsoft Office (especially Outlook and Excel)
* Experience in finance administration of advantage; experience in healthcare administration preferred
* Must be detailed oriented, highly organized and able to multitask efficiently
* Excellent interpersonal, written and oral communication skills and the ability to work in a team environment
* Professional and customer service-oriented attitude
* Demonstrated ability to prioritize, work well under pressure and meet deadlines
* Aptitude to take initiative and follow-through
* Good comprehension of basic accounting principles, internal policies, processes and procedures and ability to apply these

**To Apply:** Please send resumes and cover letters to [dkmsrecruiting@dkms.org](mailto:dkmsrecruiting@dkms.org) and place “Administrative Service Coordinator” in the subject line.