



Located in central Massachusetts, the Barre Center for Buddhist Studies (BCBS) offers residential and online programs that integrate study and practice in exploring the many streams of teaching and expression that flow from the sources of early Buddhism. BCBS is a non-profit educational organization supporting learning, reflection, and spiritual growth.

## **Administrative & Financial Coordinator**

BCBS seeks an Administrative & Financial Coordinator to provide skilled, reliable support across executive, board, and financial functions of the organization. As a key member of the BCBS team, this person will ensure that internal systems run smoothly and that the Executive Director is well-supported in their work. The ideal candidate is organized, good with numbers, and experienced working in a nonprofit environment. **This is a full-time position that requires in-person work a minimum of 1 day per week in Barre, MA, reporting to the Executive Director.**

### **Position Overview:**

#### ***Financial Support***

- Code and process all incoming invoices; obtain required approvals and route for timely payment
- Enter all gifts and financial transactions accurately into the donor database (Salesforce); maintain clean and up-to-date records.
- Prepare bank deposits for donations, program income, and other receipts received by check, cash, and online platforms.
- Prepare donor acknowledgment including thank-you letters, tax receipts, and database record maintenance.
- Reconcile monthly credit card statements, collecting receipts and documentation from staff and matching to transactions.
- Process travel reimbursements for teachers and staff; collect supporting documentation and coordinate payment in a timely manner.
- Collect, organize, and maintain paperwork required to pay independent contractors, including W-9s, contracts, and invoices; coordinate with the bookkeeper to ensure accurate and timely payment.
- Calculate dana (donation) amounts designated for teachers and process corresponding payments accurately and on schedule.
- Maintain organized financial records and supporting documentation to support audit readiness

#### ***Executive & Board Support***

- Provide direct administrative support to the Executive Director, including mail processing, donor meeting preparation, and follow-up on action items.
- Collaborate with the Board Chair, Committee Chairs, and the Executive Director to coordinate all logistics for Board of Directors and committee meetings, including scheduling, preparing agendas and materials, processing accurate minutes, and distributing follow-up documentation.
- Serve as the primary administrative point of contact for and support board members; work with board members to maintain governance records including rosters, term calendars, conflict-of-interest forms, and onboarding materials.
- Keep the Board Google Drive updated.

### ***Human Resources & IT Support***

- Support human resources functions including job postings, new hire onboarding, personnel database & file maintenance, and benefits administration.
- Coordinate monthly staff meetings by gathering agenda items and distributing summaries.
- Ensure data integrity in Salesforce by reviewing reports, resolving data inconsistencies, and performing regular data maintenance
- Provide operational IT support, including coordinating hardware setup, troubleshooting basic technical issues, and supporting A/V systems for campus activities.

### **Requirements/Experience:**

- Three to five years of administrative experience in a nonprofit or mission-driven organization is strongly preferred.
- Experience with accounts payable and financial recordkeeping, including invoice processing, deposits, credit card reconciliation, and reimbursements.
- Experience with accurate data entry and hygiene of CRM databases, particularly Salesforce.
- Demonstrated ability to support executive-level staff and board governance functions including preparing and compiling data and financial reports for board meetings.
- Strong organizational skills with exceptional attention to detail.
- Ability to handle confidential information — including personnel, financial, and board matters — with care and integrity.
- Proactive and resourceful, with the ability to manage multiple priorities and deadlines with minimal supervision.
- Warmth and a commitment to ensuring that colleagues, board members, and community members feel included, respected, and supported.
- An interest in contemplative practice and study and in supporting BCBS's mission through intentional, collegial work.
- Must have authorization to work in the US.

### **Salary and Benefits:**

The starting salary for this role is \$53,000 to \$55,000. We offer generous benefits including 100% payment of health insurance premiums, contribution to payment of the deductible, 38 days of paid time off, and a 7% contribution to a retirement plan. Free access to BCBS courses and retreats is also included. This position must be in-person in Barre, MA at least 1 day per week.

To apply, please email a resume and a thoughtful cover letter to [jobs@buddhistinquiry.org](mailto:jobs@buddhistinquiry.org). Applications will be reviewed on a rolling basis. Only candidates selected for interviews will be contacted.

No phone calls, please.

*BCBS is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and seek applicants from all backgrounds, identities, and abilities.*