

Title: Finance Accounting Coordinator	
Reports to: Sr. Director of Finance and Administration	Department: Finance
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt <input type="checkbox"/> Consultant/1099
<p>Position Summary:</p> <p>The Finance Accounting Coordinator is responsible for preparing and recording deposits, preparing and posting journal entries as assigned and reconciling assigned accounts. The position also performs monthly bank account reconciliations and provides other team members with assistance in a time of need.</p>	
<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Review all cash receipts and ensure proper coding. Prepare deposits for approval and input per deposit procedures. • Record and post deposits in General Ledger. Submit to Supervisor for approval. • Prepare assigned monthly bank reconciliations, review and monitor stale dated bank reconciliation items, and submit to Supervisor for approval. Cancel posted deposited checks upon completion of bank reconciliation. • Perform monthly analysis on Accounts Receivable, Accounts Payable and Fixed Asset. balances and ensure sub-ledgers balance to General ledger. • Perform monthly reconciliations for Credit Card and Inventory accounts. Submit Credit Card payment request to Accounts Payable Coordinator for processing. • Prepare and post month end non-payroll related expense allocations. • Prepare and post monthly journal entries as assigned. • Maintain and update Monthly Closing Checklist. • Assist with assembling support and preparing monthly Grant billing. • Maintain Vendor master Lists. • Maintain file of posted Journal Entries and supporting documentation. • Prepare other monthly / quarterly Balance Sheet reconciliations as assigned by Supervisor. • Assist with annual audit preparation. • Perform all other tasks as requested by the Supervisor/CFO. • Maintain files for all accounting documents. <p>Team Assist:</p> <ul style="list-style-type: none"> • Provide backup assistance with recording of Credit Card expenses. • Provide backup assistance with Client apartment Inventories. • Provide backup for Accounts Payable processing and disbursements. • Provide backup for 1099 reconciliation and processing. • Provide backup for Online Banking Remote Deposit Scanning. • Provide backup for reconciling Notes Payable. • Provide backup to allocate and distribute employee time sheets. 	

Additional Duties and Responsibilities:

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the Supervisor or CFO.

Qualifications

- Associate degree in accounting/finance with 4 yrs work experience or Bachelor's degree in accounting with 2 yrs work experience required.
- Self-motivated, driven to learn, strong critical-thinking and analytical skills.
- Excellent interpersonal skills and ability to successfully interact with diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
- Submit to a criminal background check.
- Possess good analytical abilities and skills.
- Ability to identify and resolve system level issues.
- Adapts easily to working in a dynamic and changing environment.
- Self-starter, takes initiative, recognizes a sense of urgency.
- Fundamental knowledge of basic MS Windows, MS Excel, MS Word, and Outlook skills.
- Commitment to the organization's mission and serving our homeless population.
- Familiarity with non-profit accounting software a plus.
- Ability to communicate verbally and in written form.
- Knowledge of GAAP and nonprofit accounting standards a plus.



Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment	<input type="checkbox"/> Office	<input checked="" type="checkbox"/> Hybrid	<input type="checkbox"/> Remote
Travel Requirements	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> National	<input type="checkbox"/> International <input type="checkbox"/> None
Hours	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings <input type="checkbox"/> Weekends
The following environmental conditions are rated according to their expected frequency: N- Never S- Sometimes D- Daily A- Always (more than once a day)			
Sit	<input type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input checked="" type="checkbox"/> A
Stand	<input type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input checked="" type="checkbox"/> A
Walk	<input type="checkbox"/> N	<input checked="" type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A
Twist/Bend	<input type="checkbox"/> N	<input checked="" type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A
Reach/Grasp	<input type="checkbox"/> N	<input checked="" type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A
Individual Work	<input type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input checked="" type="checkbox"/> A
Teamwork	<input type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input checked="" type="checkbox"/> A
Lift <20 lb.	<input type="checkbox"/> N	<input checked="" type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A
Lift 20-50 lb.	<input checked="" type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A
Lift >50 lb.	<input checked="" type="checkbox"/> N	<input type="checkbox"/> S	<input type="checkbox"/> D <input type="checkbox"/> A

Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Revision History		
Rev Date	Rev Description	Approved By
07/25/23	Created by: PScotman	

Acknowledgement of Receipt and Understanding		
Employee Name:	Signature:	Date: