

## **Finance Coordinator Job Description**

### **JOB SUMMARY**

The Finance Coordinator is responsible, in partnership with the Executive Director and Board of Directors, for all financial matters of ACCA. This position reports to the Executive Director and is a member of the senior leadership team. Responsibilities include oversight of finance and accounting operations and assurance that ACCA meets Federal, State and local reporting obligations.

### **QUALIFICATIONS**

1. Bachelor's Degree in Accounting or Business Administration, advanced degree preferred
2. Significant experience with nonprofit accounting, including fund and grant accounting, compliance and reporting.
3. Experience with state single audits and budget development
4. Familiarity with GAAP
5. Extensive experience with Excel and Quickbooks
6. Excellent interpersonal and communication skills

### **Essential Functions/Responsibilities**

#### **1. Administration**

- a. Perform tasks as assigned by the Executive Director for the general operations of the agency.
- b. Collaborate with other departments to provide administrative support or other issues as defined by the Executive Director.
- c. Perform limited fiscal and grant signatory authority as authorized by the Executive Director and Board of Directors.
- d. Participate in the hiring, supervising, and terminating of departmental staff according to personnel policies.
- e. Participate in meetings as assigned by the Executive Director.
- f. Maintain agency records, as assigned.

#### **2. Fiscal Oversight**

- a. Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- b. Oversee the accounting and billing departments to ensure maintenance of internal controls and financial procedures.
- c. Ensure legal and regulatory compliance regarding all financial functions.
- d. Oversee cash flow, asset management, financing strategies and banking relationships.
- e. Facilitate all agency financial audits, in partnership with Audit Committee.

#### **3. Planning**

- a. Coordinate the development and monitoring of budgets, including analysis of revenue and expenses as well as forecasts.

- b. Ensure timeliness, accuracy, and usefulness of financial and management reporting for funders, the Executive Director, and the ACCA Board of Directors;
- c. Work with Program Coordinators and Executive Director on financial information needed for budget compliance and required fiscal obligation to grantors.

#### **4. Accounting**

- a. Responsible for accounts payables, accounts receivable, payroll, the maintenance of a complete and accurate general ledger.
- b. Work with staff to assure timely payment of agency bills and flow of agency revenue.
- c. Reconcile and monitor cash accounts and cash flow.
- d. Work with Deputy Director to oversee therapy billing and provider agreements to coordinate and reconcile billing accounts payable and receivable.

#### **5. Human Resources**

- a. Prepare payroll and benefits including insurance, taxes, retirement plans and other benefits, in partnership with Deputy Director.
- b. In coordination with the Deputy Director, maintain employment records.
- c. Complete state and federal required forms for payroll reporting

#### **6. General ACCA staff activities include:**

- a. Demonstrate computer literacy to be self-sufficient in:
  - Basic computer software maintenance
  - Basic internet skills and safe internet practices
  - Writing, finding, saving and printing documents.
  - Utilization of agency e-mail system
  - Ensuring compliance with HIPAA electronics compliance policies.
- b. Complete administrative paperwork including, but not limited to:
  - mileage/travel expenses;
  - monthly timesheets;
  - monthly/quarterly data regarding client contacts;
  - semi-annual training logs
  - purchase order requests.
- c. Support program and agency community relationships by participating in community outreach activities such as submission of articles for publication in the ACCA newsletter and other outreach materials.
- d. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.

#### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires use of computers and other office equipment.