



JOB DESCRIPTION

TITLE: Finance Support Coordinator
JOB CLASSIFICATION: Full time, 40 hours/week; Non-Exempt
REPORTS TO: Director of Finance
JOB PURPOSE: Assist Director of Finance in the daily operations of the Agency, including accounts receivable, accounts payable, reporting, record keeping, audits and maintenance of accounting software. Manage business insurance policies for the Agency.

JOB RESPONSIBILITIES:

1. Process all accounts receivable in compliance with financial policies and procedures.
2. Ensure that all accounts receivables are accounted for, verified and properly posted and recorded in accounting software. Prepare and carry out bank deposits.
3. Complete all accounts payable in compliance with financial policies and procedures, including processing and preparing checks for signature and mailing payments.
4. Assist in maintaining accounting software and integrity of data.
5. Distribute monthly financial reports to all departments.
6. Maintain all Agency business insurances, including general liability, directors and officers liability, auto insurance and worker's compensation insurance.
7. Assist with all funding applications.
8. Assist with periodic funder agency audits.
9. Assists in compliance with any legal, funding and regulatory requirements for programs and services.
10. Assist with yearly payroll audit.
11. Assist with annual independent financial audit.
12. Type accurately, prepare and maintain accounting documents and records.
13. Track usage of state-issued tax credits, submit donor-completed tax credit applications along with proof of donation to Missouri Department of Economic Development (DED) and file quarterly reports with Missouri DED.
14. Assist with preparation of Board of Directors meetings.
15. Maintain all necessary Board of Directors records, including documentation from board meetings.
16. Assist with accreditation process, as needed.
17. Provide assistance and support to Director of Finance.
18. Assist with Agency special fundraising events.
19. Assist with Agency strategic planning, the development and expansion of programs and specialized components of programs.
20. Perform all duties in accordance with Agency mission/values, established standards, procedures and applicable laws.
21. Exercise discretion and uphold strict confidentiality with sensitive company information.
22. Maintain clean and orderly environment.
23. All other job responsibilities as specified by supervisor.

24. Familiarize self with and follow Facility and Department Policies and Procedures.
25. Follow all personnel policies.

JOB SPECIFICATIONS:

EDUCATION/ EXPERIENCE: High school diploma or equivalent required. Nonprofit bookkeeping and administrative experience preferred. Competency in MS Office (especially Excel) required, experience with accounting software preferred.

MISCELLANEOUS: Must have excellent planning, communication and organizational skills and have the ability to prioritize multiple responsibilities with varying deadlines and work independently. Must be able to sit and/or stand for extended periods of time; reach, bend and/or stoop; lift and carry up to 10 pounds. CPR certification and first aid training required (these trainings will be provided upon hire along with required agency trainings).

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employees may be requested to perform job related tasks other than those specifically presented in the job description.

Employee

Supervisor

Originated by: Donna Gunning
Approved by: Donna Gunning
Revised: 5/08, 9/10, 6/13, 3/14, 8/19
Reviewed: