

## JOB DESCRIPTION

**POSITION TITLE:** Finance and Records Coordinator

**REPORTS TO:** Finance Director

**STATUS:** Non-Exempt

### **SUMMARY**

The primary function of this position is to help coordinate agency record keeping and financial procedures in order to ensure organizational efficiency, appropriate management of sensitive and confidential information and suitable separation of duties for financial procedures. This individual is supervised by the Finance Director but works closely across all departments.

### **Job Duties:**

#### **Accounting and Finance assistance:**

- Perform a variety of accounting related tasks that will rotate on a regular basis, including but not limited to accounts payable, accounts receivable, bank deposits, donation acceptance, timesheets, billing, review of reconciliations
- Participate in the production of financial reports for grant reporting and management, leadership team or board reporting

#### **Client services, human resources and financial recordkeeping:**

- Ensure filing systems are maintained and current for digital and physical records
- Monitor and suggest changes for procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Assist case managers in batch tasks for scanning, uploading and filing client information
- Establish data entry priorities and participate in cooperative workload management of data entry with administrative assistant, ADAP coordinator and other staff as needed.
- Prepare records documents as needed—employment letters, supporting material for grant reports, documentation of client care, program or financial audit preparation, etc.

#### **Vendor Relations:**

- Serve as first point of contact for most vendor relationships and first stop for questions regarding billing, invoices and contract initiation/renewal/termination
- Prepare agency RFPs and distribute, coordinate proposal collection, participate in evaluations
- Serve as primary contact for IT vendor—working directly with staff on IT needs, managing Four A's accounts, supporting staff requests, tracking information and managing IT vendor contract.

#### **Other duties as assigned, including but not limited to:**

- Watch dog on policies and procedures for agency compliance with standard accounting principles, good record-keeping and specific grant requirements
- Provide front reception coverage as needed during absences of administrative assistant
- Support for office events—trainings, celebrations, client lunches, outreach event

- Administrative support of board of directors—minutes, agendas, calendaring for board meetings or board committee meetings as needed
- Office equipment trouble shooting—copier, fax, coffee machine

**QUALIFICATIONS:**

**Education and Experience:** High school diploma/GED required. Minimum of two-years of experience in a position with accounting responsibilities. Experience using Microsoft Office to include MS Word, Excel, and Outlook, work maintaining complex filing systems. Background working in human services or social services preferred and three to five years of experience in an office setting and with accounting responsibilities preferred.

**Communication Skills:** Ability to communicate in a pleasant, tactful way with the public, staff, and clients. Must feel comfortable working with diverse populations in a variety of settings. Ability to maintain confidentiality.

**Knowledge:** Knowledge of office management responsibilities, systems and procedures; Knowledge of human resources management practices and procedures and business and management principles.

**Equipment:**

Ability to operate proficiently a computer, fax machine, printer, postage meter, copier.

**Physical Requirements:**

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe, and assess.
- Occasional stooping, kneeling, or crouching and reaching with hands and arms.

**Certifications and Clearances:** Valid driver's license; proof of auto insurance. Background check.

**Minimum Access to PHI:** Will have access to Protected Health Information as outlined in Four A's Privacy Policies & Procedures.

This Job Description does not list all job duties. Occasionally your supervisor might request that you perform other reasonable duties. Review of your performance is based the duties listed in this Job Description and these other duties. The Four A's reserves the right to revise this job description at any time. This job description is not a contract for employment. Therefore, either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

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Employee Signature

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Date