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| Job Title | Finance Coordinator |
| FLSA Classification | Non-exempt |
| Employment Status | Regular, Full-time |
| Salary Range | \$19.35-\$26.18 |
| Work Hours | 40 hours per week; Monday-Friday, with possible evening or weekend hours |
| Supervisor | Associate Director |
| Location | Loveland, CO |
| Summary | The Finance Coordinator is a member of the Administrative team at Project Self-Sufficiency and is responsible for coordinating financial activities including accounts payable, accounts receivable, and data entry, per Internal Controls. Provides support to the entire staff in a number of areas, as described below. |
| Essential Functions and Duties | <p>Accounts Payable (25%)</p> <ul style="list-style-type: none"> • Performs weekly accounts payable duties, including processing check requests, ensuring accurate class and general ledger coding, paper backup documentation and filing, entering bills and invoices in QuickBooks, printing checks, obtaining signatures, and mailing and distributing checks; interface with vendors for W9 forms, stale dated checks, and returned payments; • Tracking Gift Cards – purchases and expenses and reconciles monthly on tracking spreadsheet and in QuickBooks; • Credit card statement review, receipt retention, preparation of Debit Form, reconciles monthly statement in Quickbooks, and scans and emails files to Fiscal Officer; • Monitor and order bank checks and envelopes; reconciles Petty Cash quarterly; • Work with Associate Director and bookkeeper to complete monthly accounts reconciliation. <p>Accounts Receivable (45%)</p> <ul style="list-style-type: none"> • Processes all monetary, in-kind, and credit card donations received on a weekly basis by entering Opportunities in Salesforce database. Prepares bank deposits and manages paper and electronic backups. • Download electronic fund transfer (EFT) reports from Benevity, YourCause, Fidelity, Facebook, Community First Foundation, United Way, etc and enter donations received on a monthly basis by entering Opportunities in database; retain electronic backups; • After fundraising events, reconcile tracking spreadsheets, enter donations and process acknowledgements, as necessary. • Post donation batches in Salesforce at least weekly to tie out with bank deposits and cash receipt logs; maintains all electronic files. • Ensures consistent and comprehensive data entry for all new Contacts and Accounts and Households in database and keeps data up to date, when appropriate. • Enter donor, Right Size Giving partner, and event sponsor pledges as outstanding Opportunities, and send invoices and reminders until received, as necessary; • Produce Donor Acknowledgement/Thank You Letters for all donations received, at least bi-monthly, or annually, as requested by donors; • Produce In Honor or In Memory tribute notification letters for all donations received; • Respond to any donor inquiries about their donations or donor history. <p>Colorado Enterprise Zone and Childcare Tax Credit Administration (15%)</p> |

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| | <ul style="list-style-type: none"> Process all Enterprise Zone Tax Credit paperwork for donors who give \$250 or more, OR designate to the Child Care Fund on a monthly basis; collaborates with Development Director to communicate deadlines and program changes, as appropriate. <p>Annual Financial Duties (15%)</p> <ul style="list-style-type: none"> Assist with annual auditors with any confirmation letters, testing, etc, as requested; Enter Participant Allotments and Scholarships in Salesforce for Participants spending; Grant reporting throughout the year including program reports for demographic, income and ethnicity data; Produce 1099s for vendors by January 31 and IRS by February 28. <p>Other duties, as assigned.</p> |
| Knowledge and Skills | <ul style="list-style-type: none"> Extremely detail and process-orientated; excellent organizational and time management skills; ability to multi-task and prioritize in a fast-paced environment. Outstanding verbal and written communication skills, with customer-centric attitude towards colleagues, Participants, board members, donors, vendors, and volunteers; willingness to uphold Project Self-Sufficiency's mission and values in all interactions; Analytical thinking, problem solving, and troubleshooting skills. Strong data entry and database skills to understand input and reporting requirements; typing proficiency to be at least 50 wpm with ten key experience. Knowledge and comfort with digital technology and systems such as Microsoft Office, Adobe Acrobat Pro, databases, and VoiP systems. |
| Education and Experience | <ul style="list-style-type: none"> High school diploma required. 2+ years of professional work experience in related role or combination of education/experience. Experience with QuickBooks software required. Experience in accounts payable, accounts receivable, data entry and database familiarity, grant reporting and internal controls processes, strongly desired. |
| Physical requirements and Working Conditions | <ul style="list-style-type: none"> Ability to use computers and look at monitors for up to 8 hours per day. Ability to stoop, kneel, reach, and bend at the waist. Ability to sit or stand for up to 10 hours per day. Ability to use hands and fingers and have good manual dexterity for the use of common office equipment such as computer terminals and copiers/ printers. Ability to hear, see and speak within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents. Ability to communicate orally with volunteers, customers, vendors, management, and co-workers. Ability access transportation for local travel to various locations. Ability to lift 50 lbs. for event and office supply movement and transport. |
| Additional Information | <p>May be included in meetings of the Board of Directors and their committees. Benefit package includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, generous PTO and 10 paid holidays per year.</p> |

Project Self-Sufficiency does not discriminate on the basis of race including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. Project Self-Sufficiency also does not discriminate on the basis of, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, military or veteran status, age, physical or other disabilities, or any other characteristics protected under federal, state, or local law.

For more information about Project Self-Sufficiency, please visit www.bringthepower.org.