



## ***Project Self-Sufficiency is hiring an Fincance Coordinator!***

For more than 35 years, Project Self-Sufficiency has been cultivating the grit and determination needed for a lifetime of achievements for single parents and their children. We are seeking to fill the important role of Finance Coordinator. The perfect candidate will bring unique experience and strengths to our team to drive innovation and expansion, ensuring that more single parents can have the opportunities and supports they need to accomplish education goals while raising their kids by themselves. We are seeking to hire the right candidate for our mission, vision, values, and team.

The Finance Coordinator reports to the Operations Director. This position is responsible for coordinating financial activities including accounts payable, accounts receivable, and data entry, per Internal Controls. This position is part of the administrative team and will also be responsible for generating required documents needed by other staff, donors, vendors, and partner organizations as well as completing monthly and annual financial duties.

Our team is innovative, tenacious, and strong – qualities that enable us to stay on track to achieve big goals and objectives. And perhaps, most importantly, we like to laugh and have fun along the way.

### **General Responsibilities**

#### **Accounts Payable**

- Execute accurately weekly accounts payable duties, including processing check requests, gift cards and credit card statements, ensuring accurate class and general ledger coding, and filing and entering bills and invoices in QuickBooks. Process vendors W9 forms

#### **Accounts Receivable**

- Process accurately 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 all donation sites and enter donations received monthly by entering Opportunities in database, retain backups;
- After fundraising events, reconcile tracking spreadsheets, enter donations, and process acknowledgments, as necessary;
- Post donation batches in Salesforce weekly to tie out with bank deposits and cash receipt logs, maintain all electronic files;
- Ensure consistent and comprehensive data entry for all new Contacts and Accounts and Households in database and maintain current data;
- Enter donor, Right Size Giving partner, and event sponsor pledges as outstanding Opportunities, and send invoices and reminders until received and produce Donor Acknowledgement/Thank You letters for donations received.
- Produce “In Honor” or “In Memory” tribute notification letters

Respond to donor inquiries about gifts made

#### **Colorado Enterprise Zone and Childcare Tax Credit Administration**

- Process and assist with paperwork and communication required for tax credit programs

### **Monthly and Annual Financial Duties**

- Assist Operations Director and bookkeeper to complete annual, quarterly, and monthly accounts reconciliation, transactional activities, and backup activity
- Assist with annual auditors with any confirmation letters, testing, etc.
- Generate Grant reporting throughout the year
- Produce 1099s for vendors by January 31 and IRS by February 28
- Other duties as assigned

### **Core Competencies**

- Assist Operations Director and bookkeeper to complete annual, quarterly, and monthly accounts reconciliation, transactional activities, and backup activity
- Assist with annual auditors with any confirmation letters, testing, etc.
- Generate Grant reporting throughout the year

### **Minimum Qualifications**

- Passion for Project Self-Sufficiency's Mission, Vision, Values, and culture
- Strong financial acumen
- Extremely detail and process-orientated; excellent organizational and time management skills; ability to multi-task and prioritize in a fast-paced environment.
- Strong data entry and database skills to comprehend input and reporting requirements. Typing proficiency at a minimum of 50 wpm with ten key experience.
- Outstanding verbal and written communication skills, with customer-centric attitude
- Analytical thinking, problem solving, and troubleshooting skills.
- Experience and comfort with digital technology and systems such as Microsoft Office, Adobe Acrobat Pro, databases, and VoiP systems.
- High school diploma or GED minimal requirement
- 2+ years of professional work experience in related role or combination of education/experience.
- Experience with QuickBooks software
- Experience in accounts payable, accounts receivable, data entry and database familiarity. Grant reporting and internal controls processes, strongly desired.

### **Wage Range**

*\$19.35 - \$26.18 per hour*

### **Physical requirements and Working Conditions**

- Ability to travel occasionally to various meetings and event locations.
- Ability to lift 50 lbs. for event and office supply movement and transport.

### **What we offer . . .**

An enormous opportunity to play an essential role in transforming the lives of single-parent families in a fun, supportive work environment; a competitive benefits package that includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, PTO and 10 paid holidays per year.

An offer of employment will be subject to a signed Confidentiality Agreement, acceptable background check, and, because we work with vulnerable populations, we will require documentation of completed series of COVID-19 vaccinations.

Applicants should carefully review the complete job description for full qualifications and duties. **Qualified candidates should submit a cover letter describing their reason for interest and key qualifications for the position, along with their resume, saved as one PDF file. Email the PDF to [info@bringthepower.org](mailto:info@bringthepower.org) with the subject line "Finance Coordinator Position." Submissions by any other methods will not be considered.** Position is open until filled with interviews beginning in mid-September.

For more information about Project Self-Sufficiency, please visit [www.bringthepower.org](http://www.bringthepower.org).