



## COMMUNITIES IN SCHOOLS of Galveston County

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**JOB TITLE: Finance Coordinator**

**REPORTS TO: Executive Director**

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### **Job Purpose and Responsibilities:**

Maintain financial records, including purchases, sales, receipts, and payments. Works closely with leadership to create and analyze financial reports. Focus and accurately record all day-to-day financial transactions. Enter data into spreadsheets and bookkeeping software, compile reports, gather and organize bank statements, highlight descriptions, and research reasons for errors or differences in account balances. Handle basic administrative duties and assist other team members as needed. Collaborate with Resource Development Coordinator with granting writing.

### **Responsibilities/Duties:**

- Establishes and maintains appropriate finance and accounting systems applicable to non-profit organizations. Strictly maintains and applies guidelines, rules, procedures, controls, and charts of accounts to conform to the organization's operational needs.
- Maintains contracts, agreements, leases, and other documents for accounting purposes.
- Prepares operational budgets in accordance with accepted practices and initiates supporting justification and documentation.
- Manages expenditure based on operating budgets, in conjunction with the Executive Director.
- Manages Payroll through Paychex.
- Maintains and balances monthly cash disbursement journals, cash receipt journals, payroll journals, and the general ledger.
- Records organization's business transactions and retains all accounting records.
- Maintains inventory records for all capital assets and equipment both purchased and leased.
- Examines, analyzes, and interprets accounting records to provide information to the Accountant and the Executive Director and/or the Board of Directors and/or preparing statements.
- Monitors and processes, checking and investment accounts monthly.
- Assists with schedules, annual internal audits and works with auditors to prepare audit work papers, internal controls, locating records, providing fiscal information, and maintain compliance with federal and state regulation, section, 501-3(c), and preparation of IRS Form 990.
- Ensures that Paychex platform accurately prepares and delivers all quarterly and annual payroll tax reports and preparation of federal W-2's.
- Prepares and delivers on a timely and accurate basis all 1099 reports.
- Facilitates the preparation of the annual agency budget for presentations to the Executive Director and Board of Directors.
- Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management and/or Board use.

- Assist with examination and re-design of financial operations and procedures, formulating policy, and developing and implementing new strategies and procedures to enhance agency functionality and efficiency.
- Attend Finance Committee meetings as requested.
- Manage any financial reporting programs as assigned by ED, such as Aplos.
- Work with leadership and staff as needed.
- Completing CISGC Campus Site Staff Material Orders.
- Collaborating with the Resource Development Coordinator for Order Distributions.
- Research and apply for Grants that align with CISGC Mission.
- Develops and maintains a master file on pending grants and contracts in collaboration with the Resource Development Coordinator.
- Collaborate with Resource Development Coordinator on fundraising Financial Activities.
- Ensure adherence and compliance with agency fiscal policies, procedures, and standards approved by the Board of Directors.
- Manage multiple grant and revenue streams. Prepare financial documents to share with funders along with Resource Development Coordinator.
- Other duties as assigned by Executive Director.

### **Qualifications/Education Requirements:**

- *Attention to detail:* An eye for detail to catch errors, must pay close attention to detail and double-check work before submitting it.
- *Communication:* Able to explain financial concepts to non-financial staff members. For this reason, you must be able to communicate clearly in writing and verbally.
- *Analytical skills:* Must understand and analyze financial data. Must be able to identify trends and spot potential problems.
- *Computer skills:* Strong data entry and computer skills are also necessary, will use spreadsheets and word processing programs to perform duties.
- *Math skills:* A strong understanding of math is essential to calculate interest rates, discounts, and other financial metrics.
- *Research skills:* At times, you must research financial regulations and grants. Need to be able to find reliable sources of information and understand complex data.
- *Education:* A bachelor's degree in business administration or finance.
- *Experience:* 3-5 years of experience working in an office with expertise in customer service, financial record-keeping, and grant writing.

**Communities In Schools of Galveston County is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. CIS prohibits harassment of applicants or employees based on any of these protected categories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**