



## **Anson County Partnership for Children**

### **Job Description**

**Job Title:** Finance Coordinator

**Employment Status:** Full-Time/Administration

**Effective Date:** February 7, 2022

**Salary Range:** Based on Education and Experience

**Job Statement:** The Anson County Partnership for Children (ACPC) is looking for a reliable and precise professional with nonprofit state/county contract experience to support our organization. The Finance Coordinator will manage the accounts payable process including disbursements for multiple contracts and grants and ensure efficient and timely processing of all transactions with our vendors. This full-time position will manage day-to-day accounts payable duties, employee benefits, and provide technical and clerical assistance for the Partnership office. The ability to reconcile and assign payments to proper funds is essential. Impeccable organizational skills, immense flexibility, and unparalleled teamwork capabilities are essential for success.

#### **Duties include, but are not limited to:**

- Process invoices, expense reports, check requests, etc. on time and with correct "string codes" (restricted vs. unrestricted, funding streams, activity, general ledger) conforming to ACPC standard procedures to ensure proper entry into the financial system
- Review the organization's budget to ensure compliance with legal regulations
- Review all payables for accuracy and processing with matching purchase orders and all supporting documentation
- Perform all coding tasks, including purchase order generation according to company purchasing policies
- Track all in-house expenditures assigning each to its appropriate budget
- Analyze financial information to ensure all operations are within budget and maintain all appropriate documents
- Prepare fiscal information for required auditing and monitoring engagements
- Maintain fixed Asset Log including reviewing log yearly to ensure all fixed assets are vision confirmed and in good working order. A yearly report is prepared before year-end and given to the Executive committee and Executive Director.
- Analyze discrepancies with invoices and research information to discover the source of the problem, making sure all disbursements are correct and suggesting procedure changes
- Assist the Executive Director in human resource functions
- Administrate employee payroll and benefits such as insurance and retirement plan 403(b)
- Prepare and maintain Financial Status Reports and Trial Balance Reports
- Manage all vendor correspondence via phone or email
- Reconcile various general ledger accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Maintain all accounts payable related documents and files
- Pay vendors on time and ensure the availability of sufficient funds
- Devise ways to save money through monitoring opportunities for discounts or changing vendors
- Perform other duties as required to support the organization

## **Other Duties**

- Participate in all activities of the Partnership that include, but are not limited to board meetings, committee meetings, contract reviews, events sponsored by the agency, and trainings and conferences deemed important to the function of the job.
- Represent the Partnership to the community through participation in events, and in collaborative workgroups, as needed positively and appropriately.
- Acquire national child passenger safety technician certification and maintain an active status to assist with Safe Kids
- Assist with annual Barn Blast fundraiser and other community events as directed
- Any other projects, tasks, or assignments considered necessary for the well-being of the agency as assigned by the Executive Director.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Specific Requirements:**

- 1.) Education and/or Experience: A bachelor's degree in accounting, finance, or related discipline with 2+ years' experience in accounts payable preferred; or an associate degree in accounting, finance, or related discipline (required) with 5+ years in accounts payable (non-profit experience preferred)
- 2.) SAGE MIP fund balance accounting software (preferred)
- 3.) Demonstrated competency in preparing and managing a \$1 million budget or more
- 4.) Ability to work collaboratively and independently while managing multiple tasks and projects
- 5.) Solid mathematical skills, especially the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- 6.) Demonstrated high-level knowledge of Microsoft Office, including Excel, Word, Outlook, and PowerPoint and a willingness and aptitude to learn other technology
- 7.) Ability to consistently meet all deadlines.
- 8.) Knowledge of all aspects of the accounting cycle, including A/P, reconciliations, financial statements
- 9.) Excellent judgment, communication (verbal and written), and listening skills
- 10.) Conscientious, organized, and very meticulous
- 11.) Knowledge of generally accepted accounting principles and budgeting practices

**Certifications, Licenses:** Valid driver's license.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee must occasionally lift and/or move up to forty pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Work Environments:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EQUAL OPPORTUNITY EMPLOYER**

To apply, please submit a cover letter, resume, and salary requirements by Friday, January 21, 2022, to Caroline Goins at [caroline.goins@ansonchildren.org](mailto:caroline.goins@ansonchildren.org). No inquiries via social media, phone, or in-person, please.