**JOB TITLE:** Financial Coordinator

**DEPARTMENT:** Finance

**REPORTS TO:** Assistant Executive Director, Chief Executive Officer

**PRIMARY FUNCTION:**

The Financial Coordinator is responsible for managing all financial functions including: accounting, payroll, financial operations, human resources, property management, employee benefits, insurance coverage, legal requirements and donor records.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

* Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.

*Strategic Planning*

* Collaborate with the Chief Executive Officer and Board of Directors to develop annual income and expense budget. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club.
* Work closely with Club leadership and managers to:
  + Maintain, analyze and interpret general ledger for all funds;
  + Manage the preparation and analysis of financial reports on a monthly and as needed basis.
* Oversee the process for identifying and evaluation opportunities for improved financial operations, record keeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.

*Resource Development*

* Seek and secure financial support and resources by managing:
  + The preparation of the annual request for United Way funds; and
  + all assets and investments of the Boys & Girls Club, including real property, equities, bonds and other assets.

*Resource Management*

* Lead organizational planning and development of operating and fund account budgets and control expenditures against budget.
* Ensure the maintenance of financial records and record keeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
* Ensure a productive work environment within the finance and accounting function.
* Recruit, select, manage and provide career development opportunities for staff and volunteers working within the finance and accounting function.

**ADDITIONAL RESPONSIBILITIES:**

* May manage and administer employee benefits programs
* May maintain all personnel and payroll records
* Train branch staff in proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting as needed or requested
* Attend meetings of Executive Committee, Board of Directors, Finance Committee, Human Resources Committee in an advisory role as requested
* Assist Directors in budget preparation and management as requested.

**RELATIONSHIPS:**

**Internal:** Maintain contact with Assistant Executive Director and CEO to provide technical assistance in matters of financial operations; interact regularly with CEO and the Board to develop fiscal policies and budgets and to present regular reports in an advisory capacity.

**External:** Maintains contact with external contact with auditors, vendors, insurance carriers and other groups.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_