

FINANCIAL COORDINATOR

JOB DESCRIPTION

the rainbow project inc.

Child & Family Counseling & Resource Clinic

831 EAST WASHINGTON AVENUE
MADISON, WI 53703

JOB DESCRIPTION

Financial Coordinator

STATUS/POSITION

Full-Time/Regular

REPORTS TO

Rainbow Project, Inc. Executive Director

JOB QUALIFICATIONS

- Minimum bachelors level degree in business OR business related field, with experience &/or training in accounting, administrative, & managerial work with community-based human service/mental health clinic.
- Good organizational skills, working knowledge of computerized software & systems, financial reports, general ledger, government reports, investment funds, payroll, accounts payable, accounts receivable, insurance, & fundraising.
- Mature person with knowledge relative to the financial structure of not-for-profit agencies, able to supervise 1-3 volunteer &/or administrative staff.
- Over 21 years of age.
- Proficient with database, spreadsheet, & word processing software.
- Willingness to participate in additional training & in-services related to financial/administrative areas in not-for-profit organizations.

MAJOR RESPONSIBILITIES & SKILLS REQUIRED

FINANCIAL REQUIREMENTS

- Maintain monthly financial statements, monitor agency budget revenue/expenditures & cash flow
- Compile, forecast, prepare, & interpret financial, statistical, & budgetary information & data
- Prepare budget variance reports
- Maintain all business records, disbursements journal, cash/grant receipts, & other accounting/financial records & documentation
- Update insurance certificates
- File all required governmental tax & financial reporting documents
- Provide cash management, cost control data to Director & staff
- Prepare & convey to Board of Directors reports regarding monthly finances, annual reports, & statistical reports
- Prepare accounts payable for completion & posting

- Reconcile bank accounts & implement internal control procedures
- Maintain payroll ledgers; calculate all increases & payroll schedules
- Prepare end of the year work papers to assist auditors & reduce audit costs
- Act as primary liaison with auditing firm for preparation of annual audit & tax preparation
- Compile & prepare quarterly service reports
- Team with Director in direct compilation, creation, & preparation of annual report
- Maintain ongoing inventory of office equipment/fixed asset & depreciation schedules
- Submit, collect, & maintain all insurance claim forms & schedules
- Calculate & prepare City of Madison & County of Dane statistics
- Submit billing statements, appropriate vouchers, & schedules
- Chair Finance Committee with Director, including agency CPA & Treasurer of the Board of Directors
- Assist Director in setting spending priorities
- Approve payments
- Support *United Way* staff & board with financial information, as required
- Safeguard agency assets & manage other investments

ADMINISTRATIVE REQUIREMENTS

- Team with Director in administration of directives regarding agency policy, staff activities, & contract compliance
- Assist Director in planning & preparation of proposal & grant writing, affirmative action information, contract compliance, licensing requirements
- Provide agency staff with collection & compilation of client data, clinic production & service, & any other required data
- Provide Director with collection, compilation, & charting of monthly & year-end reports for agency evaluation
- Be knowledgeable about agency procedure & service in response to other services providers, staff & consumers
- Oversee purchasing
- Participate in weekly staff & administrative planning & coordination meetings
- Assist with program evaluation compilation & input, charting, & reporting
- Assist Director with compilation & compliance of personnel handbook procedures
- Maintain & update agency personnel files with regard to status, employment accreditation, evaluation, & insurance revisions
- Act as liaison between staff & annuity representative, providing formula for disbursement of 403 (b)
- Create & direct fundraising activities in conjunction with the Director
- Prepare the annual bulk mailing fundraising projects & tabulate receipts & reports
- Participate in outreach assignments, including community settings, contacts, & networking
- Team with the Executive Assistant in supervision of the agency's facility
- Perform other duties, as necessary
- Sit on Personnel Committee