Finance Coordinator Job Description

Position Title: Finance Coordinator  
FLSA Status: Exempt, Full Time, Permanent  
Department Name: Finance  
Supervisor’s Title: Director of Operations  
Salary: $52,000  
Benefits: Health Insurance, FSA, Retirement, Vision, Long Term Disability, Short Term Disability  

Location: Buffalo, NY  
Organization Mission: Our mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.  
Websites: wedibuffalo.org  

Overview  
This position is responsible for managing the transactional processing in the finance department for the general operations of WEDI as well as its microloan program. The Finance Coordinator will oversee the day to day transactions of the Accounting Specialist, manage all activity related to allocating grants and funding sources, coordinate efforts across departments to ensure funding is on track to meet demand.

Essential Functions and Responsibilities

WEDI Operations:  
- Manage all accounting operations including billing, accounts receivable, accounts payable, general ledger, and revenue recognition  
- Manage the monthly reconciliation and allocation process for various grants, donations, and funding sources across various departments  
- Primary liaison for coordinating the monthly, quarterly, and annual reports for various grants, donations, and funding sources  
- Coordinate and communicate between departments as to the financial status of their programs on a quarterly basis  
- Maintain chart of accounts as well as classifying and auditing of income and expense transactions  
- Assist in the month end close procedures for WEDI and upcoming sister entity WSB  
- Assist in the preparation of publication of timely monthly financial statements  
- Overseeing the Finance Specialist to ensure accurate and timely data in QuickBooks  
- Responsible for ensuring the accuracy of financial data record retention for audit purposes  
- Assist in the annual audit and various other audits as they arise  
- Assist in the 990 and 1099 preparation

WEDI Microloan Program:  
- Manage and approve the microloan invoicing, payment billing, ACH and receipts  
- Manage the set up and maintenance of loan information in the DownHome system  
- Oversee the reconciliation of QuickBooks to DownHome system on a monthly basis
General:
- Assist with other Finance Department tasks as requested to include preparation of special reports, analysis, audit preparation, grant audits etc.

Required Duties
- Documenting day to day financial transactions and complete posting process
- Entering monthly financial transactions in various databases
- Organizing financial reports
- Fact-checking accounting
- Notifying Finance Director of any accounting discrepancies
- Thorough knowledge of business and financial/accounting concepts

Preferred Skills and Qualifications
- Expert in QuickBooks
- Ability to manage a team and work independently at times
- Expert knowledge of daily bookkeeping and accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets in Microsoft platforms
- Proficient in MS Office 365 and products
- Great interpersonal customer service skills
- Attention to detail and accuracy
- Ability to multi-task, prioritize, work under pressure and meet deadlines

Physical Demands
- Ability to attend meetings for long periods of time, up to 3 hours at a time
- Frequent alpha/numeric keyboarding
- Frequent oral communication over the phone and computer
- Ability to view a computer monitor
- Ability to work remotely as necessary
- Ability to meet deadlines sometimes requiring working overtime and outside normal business hours

Organizational Policy/Procedure Compliance
- Follow all organizational policies and procedures and local, state, and federal laws
- Maintain confidentiality of organizational records and information at all times
- Maintain a professional but friendly image

Please send a resume, and or cover letter to jobs@wedibuffalo.org.