



## **Job Title: Finance Coordinator**

### **Position Classification: Non-exempt, part-time, hourly**

#### **Job Summary:**

The Finance Coordinator will contribute important financial, technical, and interpersonal skills and support to a \$3.8M nonprofit provider of health and social services. The Finance Coordinator will be exposed to many aspects of the organization and will support the overall financial health and development efforts of the organization through their work as a member of the administrative team.

The right person for this role will have experience Quickbooks recordkeeping and other aspects of financial recordkeeping including accounts payable, accounts receivable, grant reporting, and knowledge of Generally Accepted Accounting Principles (GAAP).

#### **Essential Functions:**

- Perform routine entries into Quickbooks as directed by the Chief Administrative Officer
- Assists in the creation and submission of monthly financial reporting related to grant funds and other restricted assets
- Assists with filing and maintenance of accurate recordkeeping to support all financial transactions
- May assist with other administrative tasks as directed

#### **Basic Functions:**

- Review and analyze daily bank activity
- Ensure that Quickbooks records are kept up-to-date to record payments, deposits, and general journal entries
- Other duties as assigned

Regular and predictable attendance is required. The above-outlined job description is not intended to cover every single requirement of the job. TPAN reserves the right to change job duties at any time.

#### **Schedule, compensation, and benefits:**

Schedule is 16-20 hours/week with flexibility to work any combination of days/times Monday through Friday between 9am and 5pm.

Compensation for this position is \$18.00 - \$22.00/hr. Part-time employees are eligible for Paid Sick Leave and may participate in TPAN's 401k program once eligibility requirements are met.

#### **To apply:**

Send a copy of your resume and cover letter to London Woolman, Chief Administrative Officer, at [L.Woolman@tpan.com](mailto:L.Woolman@tpan.com)