

**Job Description:**  
Accounting Coordinator



**Department:** Finance  
**Classification:** Full time, Non-Exempt  
**Reports to:** Finance and Employee Relations Manager  
**Location:** Hybrid remote/in-office

**Position Summary:**

Provide technical assistance and support to the CFO and Finance and Employee Relations Manager, in performing various financial activities and tasks as it pertains to the finance operations and related functions. Accountable for the day to day related financial and facilities responsibilities with accuracy and responsiveness. Local travel required.

**Essential Functions and Responsibilities:**

Performs duties and responsibilities commensurate with assigned functional area, which may include any combination of the following tasks:

- Assist the Finance Team with daily operations.
- Work directly with the Finance Team on special events.
- Process Accounts Payable following funder guidelines.
- Recording of accounts receivables.
- Reconcile and record Agency's credit card accounts monthly.
- Responsible for maintaining general files and other documents pertaining to agency business affairs and general operations.
- Scheduling of maintenance/repairs related to buildings/facilities/vehicles and other services as needed.
- Manage facilities inspections and logs.
- Oversee vehicle maintenance logs.
- Responsible for updating vendor and customer contact information in QuickBooks.
- Maintains and audits Human Resource records for sound recordkeeping along with Finance and Employee Relations Manager.
- Corresponds and maintains relationships with vendors.
- Assist Finance Team with annual financial audit.
- Grant compliance including but not limited to audits, billing, reporting.

**Knowledge, Skills and Abilities:**

- Excellent demonstrated oral and written communications skills.
- Professional demeanor, strong judgement and interpersonal skills.
- Ability to provide exceptional internal and external customer service to the CFO, staff, Board members, client, donors and other organization stakeholders.
- A well-organized and self-directed individual, with exceptional time management skills, including the ability to work under tight deadlines, prioritize and efficiently manage multiple, complex projects.
- Ability to accurately record and input data including numbers.
- Skilled at performing basic mathematical calculations.
- Must be detail oriented, well organized and able to multi-task.

- Ability to carry out assigned projects to completion.
- Positive attitude with the ability to handle a variety of issues and individuals on staff and outside the office with tact and courtesy.
- Proficiency in Microsoft Office (Outlook, Word, Excel, QuickBooks, and Power Point) and Adobe Acrobat required.
- Knowledge of Quickbooks or other equivalent financial accounting software preferred.

**Experience Required:**

- Three years of equivalent work experience in finance operations.

**Educational Requirements**

- Three or more years of responsible related experience in general office, clerical or customer service work.
- Degree from a 4-year college or university preferred.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to perform the above responsibilities.
- Reliable/consistent transportation. Must have a valid Florida driver’s license, have an acceptable driving record and carry minimum auto insurance as required by state law.
- Ability to lift 20 pounds.

Healthy Mothers, Healthy Babies (HMHB) does not discriminate against employees or clients on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, pregnancy, age, disability, marital status, familial status, genetic information, veteran status, or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Handbook. HMHB will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA). Must have a valid Florida driver’s license, have an acceptable driving record, carry minimum auto insurance as required by state law and provide own transportation.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date