

LEDGE LIGHT HEALTH DISTRICT

Job Description Financial Coordinator

I. CLASSIFICATION:

This is a non-exempt, regular employee position. This may be a full or part-time position, dependant on the needs of the District. This is mid-level, non-supervisory position.

II. PURPOSE:

The primary responsibility of this position is to support the Deputy Director and the Grants Manager with the accounting and contracting functions of the District.

III. SUPERVISION:

Reports to the Deputy Director.

V. SPECIFIC RESPONSIBILITIES: (Examples – not a comprehensive listing)

- Managing accounts payable and accounts receivable transactions.
- Processing timesheets and payroll.
- Processing month- and year-end general entries.
- Entering and reviewing accounting data.
- Communicating with vendors, customers, and subcontractors.
- Working with the Grants Manager to review grant programmatic and financial activity and deliverables.
- Monitoring memorandum of agreements and sub-contracts; ensuring project progress and financial report are received.
- Supporting the submission of new and renewing grant applications.
- Maintaining financial and administrative files.
- Other duties as are required or requested.

VI. Minimum Qualifications:

- Bachelor's Degree. A combination of education and experience may be considered in lieu of a four-year degree.
- Minimum 3 years' experience working in financial positions with increasing responsibility.
- Computer skills, including knowledge and proficiency of QuickBooks and Microsoft Office.
- Ability to relate well with all segments of the public.

- Must be accurate in work produced.
- Must be organized.
- Must have a reliable attendance record.
- Strong communication and time management skills.
- Ability to honor confidentiality requirements.

VII. Personal Attributes:

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff as a team player.