



COMMUNITIES IN SCHOOLS OF BAYTOWN (CISB)
FINANCE COORDINATOR JOB DESCRIPTION
REPORTS TO: Executive Director/Finance Committee Chair
EMPLOYMENT STATUS: Part-time/Non-Exempt

This position is primarily responsible for managing the organization's financial planning, accounting practices, fundraising, human resources, as well as payroll and other business functions by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance:

Plans, implements, and manages all financial-related activities, including monthly cash flow and financial forecasting. Oversees and works closely with Finance Committee concerning job costing, expense reduction, institutional financing, and related legal issues. Prepares monthly financial reporting materials for presentation to Executive Director and Finance Committee. Provides financial reporting, budgeting support and fiscal monitoring for fund development efforts. Conducts audit preparation and serves as primary liaison with the auditing firm that prepares the annual audit and Form 990s. Ensures that effective internal controls are in place and advise on the continued development of streamlined administrative and financial systems. Oversees and work closely with the Executive Director and Finance Committee to plan and develop annual budget, financial forecasts, and strategic plans.

Payroll:

Maintains payroll information by working with established payroll services, directing the collection, calculation, and entering of data. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles. Pays employees by directing the production and issuance of electronic transfers to bank accounts. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages. Determines payroll liabilities by calculating employee federal income and social security taxes, and employer's social security, unemployment, and worker's compensation payments. Balances the payroll accounts by resolving payroll discrepancies. Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions. Maintains employee confidence and protects payroll operations by keeping information confidential. Maintains professional and technical knowledge by reviewing professional publications and information provided by payroll service.

Other Business Functions:

Oversees facilities management, liability policy maintenance, including overseeing cost efficiency and annual renewals. Works closely with Executive Director and Director of Program Operations to review proposals for expanded or new operations and programs, as they relate to the organization's budget, before being presented for board review. Other related duties, as assigned.

QUALIFICATIONS

Education/Experience: Bachelor's Degree in Accounting (preferred), Business Administration, Finance, or other related fields will be considered.

Minimum of at least three (3) years' experience in professional accounting (nonprofit is a plus) with broad range of experience, including: invoicing, receivables, monthly reconciliations, reporting, payroll, job costing, budget projections and working with outside auditors, etc. Exemplary communication abilities and able to make decisions under pressure.

Computer Skills: Strong knowledge and proficiency in QuickBooks, Excel and Word.

Core Competencies: Sincere dedication to academic achievement and drop-out prevention. Desire and ability to enhance the lives of at-risk students of diverse cultural backgrounds. Strong experience and knowledge in financial management, audit and assurance. Proficient in governance, risk and compliance, insuring adequate internal controls. High professionalism and ethics. Excellent analytical and problem-solving skills.

WORKING CONDITIONS (HOURS, ENVIRONMENT, TRAVEL)

- This is a part-time (25 hours per week)/12-month position/\$26-\$30 hour.
- Most duties will be performed in a relaxed office environment.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Monday-Friday work week.
- Some travel (less than 10%) may be required.

Note: *All duties and responsibilities may or may not be considered essential job functions and requirements. Marginal functions of the position (those that are incidental to the performance of fundamental job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.*

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the job change.

Communities In Schools of Baytown (CISB) is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race/ethnicity, color, religion and/or sex (including marital status and/or sexual orientation) national origin, ancestry, age, disability, or veteran status.