



Finance Coordinator Job Posting

JOB TITLE:	Finance Coordinator
FLSA STATUS:	Non-Exempt, Full-Time Position
SALARY RANGE:	\$18.00 - \$21.00 per hour (DOE)
BENEFITS:	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA) and Employee Assistance Program (EAP).
POST DATE:	April 22, 2019
CLOSE DATE:	Open until filled

Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.

Our approach is locally based, data driven and high-touch.

Sacramento Covered is hiring a Finance Coordinator.

JOB PURPOSE & SCOPE

Under the supervision of the Director of Finance, the Finance Coordinator will provide support to management across the organization, principally to the Director of Finance. The overall goal of the coordinator is to support the financial day-to-day operations and maintain accurate databases, and complete basic bookkeeping duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with data entry into QuickBooks, including debit card transactions and vendor accounts payable invoices.
- Assist in developing fiscal and financial policies and procedures.
- Review invoices received from vendors for accuracy, and assist in identifying discrepancies. Match invoices to packing/delivery slips and approval emails, if applicable.
- Prepare debit card reconciliation statements and compile supporting documentation, including in electronic format.
- Communicate with vendors to resolve issues.
- Prepare 1099-MISC for vendors and consultants.
- Assist with preparation for annual audits.
- Maintain Revenues Excel worksheet, contract binders, and other contract tracking worksheets.
- Assist with preparation of monthly and quarterly financial reports.
- File and maintain paper documents in expense and revenue binders.

- Prepare bank deposits.
- Assist with invoices to funders and donors.
- Organize electronic directory of finance, vendor and funding contract documents.
- Other duties as assigned.

JOB RELATIONSHIPS

- a. Responsible to: Director of Finance
- b. Interrelationships: Senior management, project managers and co-workers.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory duties.

EDUCATION & EXPERIENCE

- Solid understanding of basic bookkeeping, and knowledge of generally accepted accounting principles and procedures.
- High School diploma or GED required.
- Associate's degree or equivalent from two-year college or technical school with an emphasis in accounting, finance, or other related field; or at least three years of experience working in a nonprofit, accounting, data analysis, finance, or accounting field; or equivalent combination of education and experience.

QUALIFICATIONS, KNOWLEDGE, ABILITIES

- Knowledge of QuickBooks for non-profits preferred.
- Experience with grant reporting preferred.
- Working knowledge of Microsoft Office applications preferred.
- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Problem solving, decision making and critical thinking skills required.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Strong phone and communication skills.
- Detail oriented, organized and possess time management skills.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Must be able to work flexible hours (morning, afternoon and or evening shifts including weekends as needed).
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

PHYSICAL FACTORS

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

HOW TO APPLY

Please submit the following documents below by email to HR Manager, Lizette Rodriguez at lizette@sacramentocovered.org

1. Cover Letter
2. Resume
3. SC Job Application – located here: <https://www.sacramentocovered.org/join-our-team/>

Your resume will not be considered if a cover letter or job application is not included.

No phone calls please.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org.

Sacramento Covered is an equal opportunity employer.

Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

*At Sacramento Covered we believe in **all** community*