



JOB ANNOUNCEMENT – Finance Coordinator

AGENCY OVERVIEW:

Apna Ghar's mission is to empower South Asian and other immigrant survivors of gender violence through comprehensive and holistic services and programming, including a 24 hour crisis line, an emergency shelter, legal advocacy, case management, individual and group counseling, a supervised visitation and safe exchange program, as well as education, outreach and training. www.apnaghar.org

POSITION SUMMARY:

The Finance Coordinator will provide daily financial support services to the organization, including maintaining vendor relations, invoicing, bookkeeping, accounting, preparation of financial statements, and other required and related functions. It is essential to maintain a high level of accuracy and confidentiality and the ideal candidate will have a commitment to high standards and produce high quality of work. This position reports to the Operations Manager who in turn reports to the Executive Director. The finance coordinator is also accountable to the Board Treasurer and the Board of Directors.

RESPONSIBILITIES:

- Ensure execution of and adherence of organizational fiscal policies; ability to maintain all deadlines
- Prepare monthly, quarterly and annual financial statements and trial balances in a timely fashion
- Maintain all related voucher control files, contract files, special project accounts and other fiscal files
- Prepare for and coordinate annual independent audit, grant audits, and annual state and federal tax reports
- Prepare vouchering/invoicing of government contract reimbursements and related payments
- Maintain agency's property and liability insurance coverage
- Prepare bank deposits and reconciliations and accurately allocate all funds
- Oversee agency payroll and benefits procurement and administration including maintaining personnel and employee benefits records, ERISA compliance for 403B retirement plan.
- Ensure compliance with funder requirements on disbursements, fiscal record keeping and reporting (includes federal, state and city contracts)
- Vendor relations including bidding for and coordinating contractors; managing inventory of office supplies and filing of company documentation
- Provide input into process changes to increase efficiencies and other duties as necessary and as assigned.

QUALIFICATIONS:

- Bachelor's degree and several years of experience, or equivalent work and educational experience. Finance and /or accounting certificates a plus.
- Experience in not-for-profit organization budgeting, fund accounting, and government contracts.
- Thorough knowledge of accounting principals, procedures and practices as well as human resources
- Excellent interpersonal and intercultural communication and presentation skills
- Excellent organizational, problem solving and analytical skills; detail oriented; focused on accuracy and compliance
- Technical qualifications include hands on experience with Microsoft Office including excel spreadsheets, powerpoint and pivot tables, as well as experience with accounting tools / software such as Quick Books



HOW TO APPLY:

Please send resume and cover letter to employment@apnagar.org. No phone calls please.