

Neighborhood Engagement Hub

Position Description

Job Title:	Finance and Project Coordinator
Supervision:	Works under the direction of the Agency Director
Status:	Full time exempt
Benefits:	Health Insurance, FICA, Unemployment Compensation & Workers Compensation

PURPOSE AND GENERAL DISCRIPTION

The Finance and Project Coordinator is responsible for financial accounting and administrative and operational support of the Neighborhood Engagement Hub

QUALIFICATIONS:

Education: Associates or higher degree from a Community College or a College/University.

Experience:

- 3+ years of accounting experiences
- Knowledge of accounts payable and accounts receivable
- Experience with grant administration and reporting
- Proficiency in Quickbooks Pro and knowledgeable of classification and job files

Responsibilities:

- Receive and verify invoices and requisitions for goods and services
- Verify all transactions are in compliance with financial policies and procedures
- Manage classifications and jobs to ensure expenses and revenue are documented appropriately for grant reporting
- Prepare and submit financial reports for grants including foundation and federal grants
- Organize and maintain financial records and operational documents
- Assist in completion of annual compliance reviews including financial audits and workman's compensation audits
- Regularly provide financial reports to Agency Director for account verification and review
- Manage fiscal sponsorship relationships with neighborhood groups and grassroots organizations
- Maintain operational contracts (i.e. copy equipment, utilities, etc.)
- Responsible for recording all financial transactions and for recording all required program activity data
- Prepare and present reports to the NEH Agency Director as required
- Responsible for organizing, maintaining and filing all original bills, payment of bills, proof of payments, income, tool use data, user data and any other records as required by funders
- Other duties as may be assigned by the Agency Director

Please send a cover letter and resume to Ashely Everhart at
director@neighborhoodengagementhub.org

NOTE: *This description is a summary of the responsibilities, duties, skills, experience, abilities, and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of Agency Director.*

Revised and Approved: November 30, 2020