

## Finance Coordinator Job Description

As Finance Coordinator you will serve as Petra's senior accountant, and you will play a crucial role in managing and reporting the organization's financial data. Your responsibilities will include preparing financial statements, analyzing accounts, and ensuring compliance with standard and government accounting procedures. Below are the key duties and qualifications:

### Duties and Responsibilities:

- Prepare balance sheets, profit and loss statements, and other financial reports.
- Analyze trends, costs, revenues, financial commitments, and obligations to predict future revenues and expenses.
- Manage yearly independent audit and 990 preparations for all properties.
- Coordinate timely submission of operating budgets for managed properties for approval.
- Timely submissions and tracking of all funding source requirements.
- Assist with Human Resource Management functions.
- Communicate financial findings to management.
- Perform additional tasks as assigned, demonstrating creativity and judgment.

### Qualifications:

- Bachelor's degree in accounting or a related field.
- 2-4 years of experience in accounting preferred.
- Proficiency in financial software and MS Office, especially Excel
- Financial & Managerial Accounting acumen
- Ability to rapidly learn and master software systems.
- Familiarity with standard accounting concepts, practices, and procedures.
- Ability to plan and accomplish goals under general supervision.
- Ability and initiative to solve problems.

This position reports to the Executive Director.

Salary Compensation commensurable with Education and Experience

**About Petra:** Petra Community Housing is a nonprofit affordable housing development and management organization. We have developed and currently manage several properties in the greater Phoenixville area to expand and maintain the number of affordable rental units. We strive to see all people, obtain affordable housing with a high quality of life. We are small but mighty and are looking for individuals to join our team that share the mission of serving individuals and families with limited income.