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| Job Title: Finance Coordinator | Petra Community Housing |
| | Revision Date: May 2024 |

Position Overview

The Finance Coordinator will work under the direction of the Executive Director and is responsible for the financial operations of Petra Community Housing, Gruber Mills, Freedom House, Flag House, and SteelTown Village. Significant independent judgment and initiative is expected in the performance of duties.

Essential Job Functions

1. Oversight of financial operations.
2. Manage and perform accounting functions including cash management, accounts receivable, accounts payable and payroll.
3. Production of regular financial reports of all entities for the Board of Directors
4. Manage yearly independent audit and 990 preparations.
5. Timely submissions and tracking of all funding source requirements
6. Assist with Human Resource Management functions.
7. Review and maintain proper insurance coverage and forms for all entities.
8. Assist in preparation of updated Strategic Plans for Board Review
9. Provide support and assistance for creation and maintenance of an Operating Procedures Manual for the organization as well as each department.
10. Coordinate timely submission of operating budgets for managed properties for approval.
11. Assist in assembly and input data for funding of development projects.
12. Generation of periodic and ad hoc reports as appropriate.

Knowledge and Skills

- Financial & Managerial Accounting acumen
- Ability to rapidly learn and master software systems
- Knowledge of Budgeting and Regulatory Procedures
- Project management skills
- Ability and initiative to solve problems.

Minimum Requirements

- Bachelor's Degree in Business Administration or comparable field
- Sufficient experience in finance, budgeting, and software applications
- Maintain a valid driver's Operators License

Salary Compensation commensurable with Education and Experience

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| Note: This job description is not intended to be all inclusive. Other duties may be assigned. |
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