

Wilkinson Center Finance Coordinator Job Description

Reporting to the Director of Finance & Administration, the Finance Coordinator is responsible for essential accounting tasks/projects, including maintaining the general ledger, running payroll, invoicing for multiple government grants, assisting in data reporting/analysis and maintaining internal documentation

Key Responsibilities (with other duties as assigned)

- General Ledger: Perform data entry, quality assurance, research and reporting using MIP accounting system, including:
 - Invoices/Accounts Payable
 - Deposits/Accounts Receivable
 - Budget Data Entry
 - Payroll and Other Cost Allocation Entries
 - Journal Adjustments
- ADP Payroll: Running the organization's payroll transactions, ensuring all accurate deductions, taxes and time is in ADP system for bi-monthly payroll.
- Government Grant Programs: Prepare detailed monthly invoices and provide other information support as needed
- Organizational Reporting: Assist in preparing key internal & external reports, dashboards and analyses for funders, program leadership, CEO, and Finance Committee of the Board of Directors
- Reconcile Bank Statements
- Documentation: Assist with ongoing scanning and e-filing needs of department

Minimum Qualifications

- Solid understanding of general accounting/bookkeeping principles (through proven on-the-job experience, formal accounting training and/or college degree program)
- Experience using a leading accounting software and payroll system (MIP and ADP preferred)
- Proficiency in Microsoft Office Suite (minimum intermediate level in Excel required)
- Excellent analytical and critical thinking abilities, organizational, time management, problem solving skills, and attention to detail
- Ability to exercise sound judgment, prioritize workload and make informed, independent decisions
- Strong customer service, oral and written communication skills