

Position Title:	Finance Coordinator		
Location:	Office or Telework	Supervisor:	H3C Executive Director
Salary:	20 hours per week \$15-\$20 per hour	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time
Original Approval Date:	August 9, 2022	Revision Date:	
Position Summary:	This person in this position is expected to assist H3C in its vision of a safe, healthy & thriving community and families. This position will provide administrative level bookkeeping, tracking, and entry to the Executive Director and the Board. Skilled and responsible position which requires attention to detail and communication skills working in a small office where separation of duties for internal controls is necessary.		
Essential Functions:	<ul style="list-style-type: none"> ▪ Works with spreadsheet, QuickBooks Online, word processing, Microsoft Outlook, and database software to complete tasks ▪ Code, document, and record financial transaction details ▪ Process and track contractor timesheets and payments ▪ Notify Executive Director of calculation and accounting errors discovered ▪ Exercise independent judgement and initiative to carry out job functions with or without direct supervision or instruction ▪ Work effectively under time constraints to meet deadlines and manage several different tasks concurrently ▪ Work with accuracy and attention to details ▪ Maintain privacy of confidential records, correspondence and/or files ▪ Communicate effectively in writing, orally, and with others to understand and convey information, in a manner consistent with job functions ▪ Maintain acceptance attendance standards 		
Other Responsibilities:	<p>General coordination</p> <ul style="list-style-type: none"> ✓ Support the Executive Director as needed with financial tracking functions such as budgets, contracts, and expenditures ✓ Support the Executive Director as needed to complete regular financial reports ✓ Prepare and disseminate correspondence, memos, and forms ✓ Other duties as assigned. 		
Education:	2-year degree preferred in either business, accounting, math, or economics or related field, or equivalent experience High School Diploma or GED required		
Experience:	2 years' experience working with Microsoft Office programs and QuickBooks preferred		

Skills, Knowledge and Abilities:	<ul style="list-style-type: none"> ~ Excellent ability to work with numbers and computations ~ Excellent data entry skills ~ Demonstrates attention to detail ~ Proficient written and oral communication skills ~ Ability to communicate complex data in a clear way ~ Able to work independently ~ Ability and flexibility to adapt to changing community capacity and need ~ Proficient in computer programs such as Microsoft Office, especially excel, word and power point ~ Ability to interface and develop tracking systems for collection of stories
Working Conditions:	<ul style="list-style-type: none"> ▪ The primary location of this position will be at the Grand Island Public Schools Islander Annex building with the option for working in the individual’s home as workload allows. ▪ Ability to sit for extended periods of time while working. ▪ Constant hand, fingers, and arm use ▪ Ability to hear clearly and speak intelligibly ▪ Essential physical requirements will include standing, walking, stooping, and using a laptop computer for typing. ▪ Physical effort/lifting, position is primarily sedentary, but could require lifting of materials up to 20 pounds. ▪ The position is primarily during normal business hours from 8:00am-5:00pm.
	<p>In accordance with Federal civil rights law, H3C will not discriminate based on race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.</p>