

JOB DESCRIPTION



Position Title: Finance Coordinator
Status: Part-Time/Non-Exempt
Accountability: President & CEO

SUMMARY OF POSITION:

The Finance Coordinator is responsible for the day-to-day bookkeeping and financial recordkeeping of the MAAC Foundation. This part-time position maintains accurate and timely financial information in QuickBooks Online, creates invoices, enters vendor bills, supports accounts payable and accounts receivable, reconciles bank and credit card accounts, maintains financial documentation, and assists with routine financial reporting. The Finance Coordinator works closely with the President & CEO and outside accounting professionals to help ensure MAAC's financial records are organized, accurate, current, and prepared for monthly, annual, audit, and nonprofit reporting needs.

SUCCESSFUL CANDIDATES:

- Demonstrated bookkeeping or accounting experience with strong proficiency in QuickBooks Online required.
- Hands-on experience with accounts payable, accounts receivable, invoice creation, bill entry, and bank and credit card reconciliations.
- Strong attention to detail, accuracy, organization, and the ability to manage recurring financial deadlines.
- Working knowledge of general ledger activity, transaction coding, and financial recordkeeping; nonprofit accounting experience is a plus.
- Professionalism, sound judgment, and the ability to maintain strict confidentiality of financial and organizational information.
- Self-motivated, dependable, and able to work independently while communicating questions, discrepancies, and needed follow-up in a timely manner.

ESSENTIAL FUNCTIONS OF THE JOB:

- Maintain accurate and current financial records in QuickBooks Online and serve as the primary staff resource for day-to-day bookkeeping activities.
- Enter, code, and categorize financial transactions accurately and maintain organized general ledger records.
- Create and distribute customer and partner invoices, record payments received, and maintain accurate accounts receivable records.
- Enter vendor bills, maintain supporting documentation, monitor due dates, and prepare payments for review and approval in accordance with MAAC procedures.
- Perform timely monthly reconciliations of all bank accounts and research and resolve discrepancies.
- Reconcile credit card accounts, match transactions to receipts and supporting documentation, and follow up on missing or incomplete records.
- Record and track deposits, checks, electronic payments, ACH transactions, transfers, reimbursements, and other financial activity.
- Maintain complete and organized vendor records, including invoices, receipts, W-9 forms, payment documentation, and other required financial files.

- Monitor outstanding receivables and provide follow-up information to the President & CEO regarding unpaid or aging invoices.
- Assist with monthly and year-end close activities by reviewing account activity, outstanding items, transaction coding, and documentation for completeness and accuracy.
- Prepare routine financial reports from QuickBooks Online for the President & CEO, Finance Committee, Board of Directors, or other authorized users as requested.
- Assist with tracking income and expenses by program, event, grant, department, or funding source and support accurate documentation of restricted or designated funds when applicable.
- Provide organized financial records and requested documentation to outside accountants, auditors, and tax professionals for annual financial review, audit, Form 990 preparation, and other reporting needs.
- Assist with year-end vendor reporting, including preparation and documentation needed for 1099 reporting, as applicable.
- Maintain appropriate internal controls, protect confidential financial information, keep finance files organized, and perform other related duties assigned by the President & CEO.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (KSAP's):

- Strong proficiency in QuickBooks Online, including transaction entry, invoicing, bill management, reporting, and account reconciliation.
- Working knowledge of bookkeeping principles, accounts payable, accounts receivable, general ledger activity, and bank and credit card reconciliations.
- Proficiency with Microsoft Excel, Microsoft Office Suite, and electronic document and financial recordkeeping systems.
- Strong numerical aptitude, analytical ability, and attention to detail with a high level of accuracy.
- Excellent organizational and time-management skills with the ability to prioritize recurring tasks and meet deadlines.
- Ability to identify discrepancies, research transactions, ask appropriate questions, and follow issues through resolution.
- Clear written and verbal communication skills and the ability to work professionally with staff, vendors, partners, Board members, and outside accounting professionals.
- Ability to work independently and collaboratively, maintain confidentiality, exercise sound judgment, and adapt to changing priorities; knowledge of nonprofit accounting practices is a plus.

SPECIAL REQUIREMENTS: (includes equipment, hours, physical demands)

Work Environment: This position works primarily in a professional office setting with a controlled temperature environment. The role requires regular computer use and handling of confidential financial records and documents.

Equipment: This position requires strong working knowledge of QuickBooks Online, Microsoft Office and Excel, standard office equipment, online banking platforms, and other financial or document-management systems used by MAAC.

Hours: This is a part-time position with a regular schedule established in coordination with the President & CEO. Hours may vary based on financial deadlines, month-end or year-end close, audit needs, organizational priorities, or other time-sensitive requirements.

Physical Demands: Must be able to sit or stand for extended periods, use a computer and standard office equipment, read printed and electronic financial documents, and occasionally lift and/or move office materials up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.