



HUMBLE AREA ASSISTANCE MINISTRIES Job Description

Job Title: Finance Coordinator
Department: Business Office, Finance
Reports To: Executive Director
Employment Status: Part-time Flexible Hybrid

ESSENTIAL DUTIES AND RESPONSIBILITIES

DEVELOPMENT

Work with Development Director to create budgets for grant applications and assist with grant writing as requested.

Upon award, oversee grant administration as it relates to budget and ensure proper recording in QuickBooks.

FINANCIAL

Assist in the annual preparation of agency budget, including reviewing proposals, and preparing necessary supporting documentation and justification.

Assist in annual forecasting agency activity at the end of June in areas of revenue and expenses, based on past, present, and expected operations.

Serves as backup for payroll processing and other accounting daily procedures.

Establishes relations with banks and other financial institutions as required. Prepare covenant compliance reports as required.

Manage investments as needed: CD investment strategy, ensure TD Ameritrade compliance for stock donors.

Manage annual organization insurance renewal: general liability, auto, umbrella, cyber & bi-annual D&O.

Work in conjunction with Accounting Manager in preparation of annual audit and 990, prepare required schedules.

QUALIFICATIONS

Education/Experience

B.A. in Finance, Business Management, or related field. Qualifications may be waived in lieu of experience. C.P.A. preferred. A minimum of five years to ten years of successful involvement in office/business management.

SKILLS

Microsoft Word and Excel
QuickBooks or equivalent accounting software
Organizational and prioritization
Verbal and written communication skills
Excellent inter-personal and public relations