



JOB DESCRIPTION

Job Title:	Finance Support Specialist
Reports to:	Chief Financial Officer
Supervises:	N/A
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Job Code:	130
Salary Ranges:	Starting at \$18.25 per hour

Position Summary:

Responsible for managing the systems that track income, assets, expenditures, and debt, payroll preparation, cost allocation. Records the financial transactions of the Coalition and supports the Chief Financial Officer with short-term and long-term financial planning for the Coalition. Responsible for revenue and expense projections, grant tracking and fiscal monitoring of sub-recipients. Must maintain confidentiality of all coalition employees', vendor, and client information/data.

Essential Job Functions:

Accounting and Finance

- Process accounts payable.
 - Matches purchase request forms to invoices and allocates expense to proper GL accounts.
 - Verifies expenses, matches receipts of expense reports in accordance with ELCOC guidelines.
 - Input accounts payable data into MIP Accounting software.
 - Reviews and posts accounts payable API voucher batches.
 - Creates payment vouchers to help in disbursing funds to proper grant fund accounts prior to posting into GL by Accountant(s).
 - Assist with the reviews of aged accounts payable report on a weekly basis to ensure timely payment per established state regulations and as directed by Chief Financial Officer.
 - Works closely with the Procurement Department to resolve the status of open purchase requests and discrepancies for orders placed and/or received for accounts payable processing.
- Responsible for the bi-weekly payroll (exempt and non-exempt), and review of benefits deductions coding in MIP Fund Accounting payroll module.
 - Creates and maintains payroll files.
 - Tracks employees' PTO and verifies consistency with employee's timesheets.
- Assists Accountant(s) with creating expense reports for new hires.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar to prepare and read documents and correspondence.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- Proficient in the use of computer software (MS Office Suite). Ability to navigate the Internet.
- Knowledgeable in Federal, state, and local contract regulations regarding grant funds.
- Knowledge of accounting software, preferably MIP Accounting.
- Must possess a valid Florida driver's license.
- Ability to organize and maintain records effectively following management standards and with attention to detail.
- Ability to work in a fast-paced environment, multi-task, analyze, compile, and organize data effectively.
- Ability to solve problems and deal with a variety of variables.
- Ability to work and communicate, in oral and written format, with people from various multi-cultural backgrounds and socio-economic levels.

Education and Experience

- Associates Degree in accounting and three (3) to five (5) years of job-related experience.
- Years of required experience may include Intern job related experience.
- Accounting experience in the non-profit sector preferred.
- Knowledge of MIP Abila Accounting Software is a plus.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Theresa Brady Human Resources Manager

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