

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Finance Coordinator

**Location:** 20 N. Swinton Ave

**Reports to:**

**Title:** Finance and Operations Director

**Level/Grade:**

**Pay Range:**  
\$50,000-\$72,000

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40/week

- Exempt
- Nonexempt

### General Description:

This is a complex and technical position that performs a broad range of services related to fiscal activities, such as, bookkeeping in QuickBooks, payroll processing, rental property accounting, management and maintenance of financial files, processing financial transactions, and preparing financial statements and reports in accordance with general accounting principles. This position is not clerical in nature and requires independent judgment and decision making.

### Duties & Responsibilities:

- Provides administrative, accounting, and finance support as assigned by supervisor
- Maintains Excel accounting schedules and records as needed
- Maintains, analyzes, and reconciles financial records and reports
- Assists with identifying and determining items to be properly disclosed in financial statements, financial reports, and/or other financial documents
- Analyzes, audits, and organizes source documents and prepares for data input; collects, creates, and compiles financial transaction documents related to financial activities utilizing computerized accounting applications
- Performs Accounts Payable duties including payment confirmations, document compliance, invoice posting and bank deposits
- Processes bi-monthly payroll
- Assists with Human Resource functions
- Assists with Financial Audit
- Other duties as needed and as assigned

### Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university in Finance, Accounting, or a related field **and** two (2) years of relevant experience in accounting or maintaining financial records, **or** an equivalent combination of education and experience beyond a high school diploma. Government or public sector experience is preferred
- Excellent oral and written communication skills with the ability to effectively communicate with internal and external parties
- Strong organizational skills with an attention to detail
- Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines efficiently and effectively with minimal direction
- Foreign Language fluency (writing and speaking) in Spanish and/or Creole is preferred
- Strong interpersonal skills with the ability to develop and maintain excellent rapport, and cooperative and courteous relationships with supervisor, co-workers, public officials, city representatives, partner organizations, stakeholders, vendors, businesses, and the general public
- **Considerable knowledge of and experience with QuickBooks is required**
- Knowledge of MS Office Systems and Office Suites (Word, Excel, Outlook, Access, Publisher)
- Ability to maintain complex financial and accounting records and gather, analyze data, and prepare reports
- Ability to identify and correct errors in reconciliations and reports
- Knowledge of accounting principles and procedures
- Knowledge of laws, regulations, and practices governing area of assignment
- Must have a valid driver's license and reliable vehicle

**Approved by:**

**Title:** Executive Director

Updated 12/17/19