

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:
\$20-\$45 per hour.

Type of position:

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

Hours: up to 30/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
- Performs Accounts Payable duties including payment confirmations, document compliance, invoice posting and bank deposits
- Assists with maintaining accounting and budget controls relative to revenues and expenditures and other related records
- Assists in maintaining the budgetary accounting records of the CRA according to established account classifications
- Assists with preparing and maintaining Excel accounting schedules and records as needed
- Assists with maintaining and reconciling financial records and reports
- Assists with preparation of financial statements, financial reports, and/or other financial documents
- Maintains physical and digital financial records and scans files as needed
- Inputs Purchase Order into QuickBooks and assists with processing payments
- Assists with performing routine budget monitoring procedures and preparation of budgetary reports
- Reconciles credit card statements
- Assists processing rent payments
- Assists with annual 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** at least four (4) years of 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
- 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
- **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 financial reconciliations and reports
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- 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 07/10/2024