

FINANCIAL COORDINATOR

JOB DESCRIPTION

the rainbow project inc.

Child & Family Counseling & Resource Clinic

831 EAST WASHINGTON AVENUE

MADISON, WI 53703

STATUS/POSITION...

The **Financial Coordinator** is a full time, salaried position, & works 5 days per week, for a total of 40 hours per week. While some flexibility is possible regarding specific work days & hours, preference is for regular business hours (9:00am-5:00pm), Monday through Friday.

Position will assist the Executive Director with day to day fiscal operations, compliance with applicable regulations, laws, grant requirements and overall fiscal performance of the agency. Position also assists the administrative team with the development and enactment of policy to facilitate more efficient operations. Additionally, position will also ensure provision of proper fiscal and accounting data to the Board of Directors and Executive Director so that they have the information they need to lead the agency.

JOB QUALIFICATIONS...

- Minimum Associate OR bachelors level degree in business or business field with at least 2 years experience & OR training in accounting and administrative skills
- Good organizational skills, working knowledge of computerized software & systems, financial reports, general ledger, payroll, accounts payable, accounts receivable, insurance, billing for mental health services, strong bookkeeping skills
- Strong communication skills
- Experience in non-profit organization preferred
- Proficient with spreadsheets & word processing software: *Microsoft Office (Word, Excel & Access), Quickbooks & Peachtree*
- Willingness to participate in additional training & in-services related to financial/administrative areas in not-for-profit organizations
- Fast learner with strong cooperative/team work background

PRIMARY RESPONSIBILITIES & FINANCIAL SKILLS REQUIRED...

ACCOUNTING

- Maintain/Report on Financial Statements and all other required records and documents.
- Monitor and advise on current and projected Revenue, Expenditures, and Cash Flow
- Assist Executive Director with budget development and monitor budgetary progress throughout the fiscal year
- Present timely updates to Director and Board of Directors of all pertinent financial and accounting information, including staffing finance committee
- Process and maintain accounts Payable and Accounts Receivable
- Bank reconciliation and assist with annual audit
- Safeguard company assets and provide accurate depreciation information
- Help develop and maintain internal controls

BILLING

- Calculate and prepare billing statement and all other required billing documentation to collect City of Madison, County of Dane and United Way funding
- Provide medical insurance billings and coordinate with clinicians regarding prior authorizations and medical claim issues

- Ensure that proper documentation is on file for proper credentialing of clinicians as well as proper billing service for clients

HUMAN RESOURCES & AGENCY OPERATIONS

- New hire orientation
- Ensure proper paperwork is on file for compliance with current HR policies
- Maintain payroll ledgers/schedules and liaison with payroll company
- Staff personnel committee
- Maintain proper Insurance, government, tax, financial paperwork and reporting for the agency
- Assist with budgets for grant proposal as well as assisting with editing and submission of end proposal
- Assist with contract review and development of policies that ensure contract compliance
- Assist Admin staff with process improvements and various administrative duties as needed