**Job Title:** Finance Coordinator  
**Reports To:** Chief Executive Officer  
**Status:** Non-exempt, Part-Time

**Wage Range:** $28.00 - $33.00 an hour

**Position Summary:**  
The Finance Coordinator at The Arc Pikes Peak Region is responsible for overseeing accounting and financial analysis functions. This role demands a detail-oriented individual who can manage various financial activities, ensuring accuracy and compliance with reporting standards.

**Essential Job Functions:**

* Complete general journal entries and manage the monthly general ledger closing.
* Prepare comprehensive monthly financial statements.
* Maintain records for fixed assets and oversee accounting for special revenue contract billings.
* File monthly, quarterly, and annual reports, including the Property Tax Report.
* Reconcile bank accounts monthly and assist with payroll preparation.
* Support the development of annual budgets.
* Handle all accounts receivable and accounts payable functions.
* Prepare documentation for the annual audit and serve as the liaison for communications with the external audit firm.
* Participate in Arc functions and events, contributing to the community aspect of the organization.
* Provide financial reports as requested and perform additional duties as assigned.

**Job Requirements:**

**Education:**

* Associate's Degree in Accounting
* Bachelor‘s of Arts Degree in accounting, finance, economics or a related field - Preferred

**Experience:**

* A minimum of five years of general accounting experience.

**Skills:**

* In-depth knowledge of general accounting and bookkeeping theories and practices.
* Outstanding financial and analytical skills
* Outstanding Communication skills, both verbal and written
* Ability to handle responsibilities independently with minimal supervision.
* Familiarity with accounting software and computer programs.
* Proficient in computer skills
* Excellent people skills.
* Excellent organizational skills.

**Supervisory Responsibilities:**

* This position does not have supervisory responsibilities.

**Machines and Equipment to Be Used:**

* Computers, calculators, fax machines, telephones.

**Typical Mental Demands:**

* Ability to analyze information, formulate work plans, prepare written materials, and articulate goals and action plans.
* Must be able to understand and communicate effectively with individuals from diverse backgrounds.

**Working Conditions:**

* May require evening or weekend hours for special events or functions.

**The Arc Pikes Peak Region is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**