



LAKE WALES CARE CENTER
JOB DESCRIPTION

POSITION: Finance Coordinator

EMPLOYEE: TBD

EFFECTIVE DATE: Spring, 2023

RESPONSIBILITY:

It is understood that the employee shall have various areas of responsibility including but not limited to:

SPECIFIC responsibilities shall include, but not be limited to:

- Payroll- Process payroll through Paychex
- Prepare and Run payroll bi-weekly
- Serve as point of contact for payroll related questions.
- Post entries accurately and completely to the General Ledger
- Accounts Payable - Process all accounts payable transactions
- Accounts Receivable - Post accounts receivable transactions
- Cash Management- Resolve positive pay daily with the bank
- Ability to become proficient with (SAGE) accounting software.
- Reconciliations- Complete bank and credit card reconciliations timely.
- Human Resources
 - Ensure the new hire has completed all onboarding paperwork to include scheduling of background check, direct deposit payroll forms and necessary benefit forms if they apply.

GENERAL responsibilities shall include:

- Maintain strong networking relationship with vendors, community connection organizations, and applicable ministry related organizations
- Communicate with office staff and volunteers to keep them informed of pertinent program activities
- Ensure areas of responsibility are quality and consistent with Care Center Mission and Core Values
- Ensure attendance and reporting at appropriate staff meetings
- Assist with volunteer relations. Secure volunteers, acquaint volunteers with the overall ministry, provide training for specific areas of service, encourage, and minister to their needs
- Assist as needed and available with other Care Center programs

ACCOUNTABILITY: The employee is accountable directly to the Program Director.

AUTHORITY: Full authority for items listed under "Responsibility" is given to the employee; however, she must operate within the established budget and mission of Care Center.

HOURS: Around 40 hours per week as scheduled.

MINIMUM QUALIFICATIONS:

- Clear background check.
- Bachelors Level Degree in a related field of study (or equivalent experience).
- At least 2 years bookkeeping and payroll experience preferred.
- Ability to effectively communicate verbally and in writing.
- Ability to proficiently use computer and general office / communication equipment.
- Demonstrate Spiritual Maturity with an assurance of Faith and ability to lead others in Faith development.
- Exhibit Emotional and Social maturity with an ability to interact and lead with diverse individuals and groups.
- Have strong Servant Leadership capabilities – able to lead both Program and People development.
- Understands and is personally committed by conviction and in practice to the Christian aims and ideals of Care Center as stated in the ministry Faith Statement, Mission Statement and Core Values.
- Agrees to fulfill the requirements for the position and to take seriously the responsibilities and special assignments for the position.
- Agrees to adhere to the general Employee Guidelines of Care Center as stated in the agency Employee Manual.

TRAINING REQUIRED:

- Agency Orientation including employee policies and program procedures
- Commit to continued learning in order to enhance areas of ministry responsibility (including, but not limited to: reading, research, exploring best practices and net-working)
- CPR & First Aid
- Participate in regular safety training as scheduled

BENEFITS: Medical, Dental, Vision, Short Term Disability, Basic Life Insurance, Retirement Contribution, and Paid Time Off