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**NWGA CIL Part Time Business Coordinator**

**Reports directly to the Executive Director**

**JOB DESCRIPTION**

This is a part-time position. Employment for all positions at NWGA CIL are dependent upon available funding, job function and job performance.

**SUMMARY: This position reports to the Executive Director.**

**Responsible for coordinating all financial operations, fiscal policies and records of the center. Responsible for HR policies, screenings and records of the center.** Promotes IL Philosophy and the center in NWGA.

**QUALIFICATIONS:**

* Bachelor’s degree in accounting or related field with a minimum of four to five years in all aspects of finance/HR.
* Knowledge of standard accounting practices, GAAP, and Federal and State laws and policies pertaining to non-profit financial management, grants/allocation and human resources.
* Personal experience living independently with a disability is recommended.
* Experience and facility with QuickBooks, Peachtree or other comparable accounting software
* Knowledge of Excel, Word and smart technology.
* Knowledge of IL philosophy and disability rights
* Ability to work with diverse populations, disabilities, and age groups.
* Management and supervisory skills with the ability to communicate effectively and professionally with other management, staff, and the community
* Ability to, assume responsibility/take initiative without direct supervision and work with the center’s team and Board.
* Ability to prioritize and manage multiple responsibilities and work tasks
* Excellent people, organizational, computer and communications skills.
* Ability to keep information confidential.
* Possess superior Integrity and work ethic.
* Ability to complete reports/documentation in a professional and timely manner.
* Facility with Word, Excel, smart technology and the ability to quickly learn and use new software and technology
* A passion for seeing other people who have disabilities making their own choices and becoming more independent.
* Ability to travel and training as job necessitate
* Take on other responsibilities as assigned

**ESSENTIAL JOB FUNCTIONS:**

Attends Board meetings and reports on business of the center

* Responsible coordinating the accounting function of the organization including maintenance of the general ledger, accounts payable, accounts receivable, payroll and fixed asset inventory systems. Is responsible for the preparation of income statements for all programs. Reviews all financial data for accuracy and reasonableness. Ensures compliance with generally accepted accounting principles.
* Assists/Prepares general ledger balance sheet reconciliations monthly as assigned.
* Assisting in developing, implementing, and monitoring the policies and procedures necessary to comply with appropriate internal controls while maintaining the highest standards of financial integrity for the organization.
* Reviews and recommend fiscal policy changes as needed. Responsible for updating Fiscal Policies.
* Prepares financial reports for each program, which assist management in assessing the attainment of program organization goals, as well as determining necessary spending.
* Reviews and reports routinely to the executive director, the status of organization cash flow and cash management as it relates to present operations. Also reports on the use and repayment of established organization lines of credit.
* Prepares financial reports for the executive director, board of directors, and organization accounting firm as necessary.
* Makes preparations for and assists/coordinates the annual compilation/audit. Maintains systems and reports that promote an efficient and cost-effective audit.
* Assists the executive director in the planning and development of the organization’s annual budget.
* Understands organizational policies and procedures and implements them according to board directives.
* Responsible for assessing organization insurance needs, making recommendations on coverage and interfacing with Agent to ensure adequate coverage.
* Responsible for office accounting procedures including invoices, accounts receivable/accounts payable, budget monitoring, and other related duties
* Assist Executive Director with budget development and oversight of internal controls
* Oversee payroll procedures and benefits coordination.
* Responsible for all financial reporting requirements to funding sources and Board of Directors
* Responsible for accuracy and completeness of financial information submitted to funding sources
* Maintain personnel records and files
* Arrange for background and fingerprint checks on employees
* Responsible for budget portion of and maintaining adequate inventory of office and cleaning supplies
* Maintain leases, contracts and service agreements for building equipment and operations
* **Prepares Sales and Use Tax**
* Responsible for business matters pertaining to the center.
* Assist other staff with accommodation support as needed in the performance of their job duties
* Assume other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by people assigned this position.

The above listed essential job duties are not all-inclusive as other responsibilities may be assigned as necessary.

NWGA CIL is an Equal Opportunity Employer

NWGA CIL is a drug-free, smoke-free center and respectful of others’ chemical sensitivities.