



12445 62<sup>nd</sup> Street North, #303 Largo, FL, 33773  
727-501-2323 voice/text  
[www.fcdpinellas.org](http://www.fcdpinellas.org)

### **Job Description**

**Job Title:** Finance Coordinator

**Category:** Part-Time (20 hours a week), Exempt

**Supervisor:** Executive Director

### **Position Summary:**

The Family Center On Deafness Finance Coordinator is responsible for accounting and finance services, database maintenance and management, grant administration, compliance of contracts, agreements and licenses, and support of FCD.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned to meet the business needs.

- To provide financial planning, bookkeeping, and reporting of managed funds for Family Center on Deafness (FCD) and to prepare statements, budgets, accounts payable, and reports for funding sources.
- To prepare reports for the Executive Director and the Board of Directors.
- To act as the liaison within the agency, its funders, and the Administrative Services Organization (ASO) as the main point of contact to ensure the financial policies, procedures, and internal control practices of FCD are implemented, complied with and executed.
- To coordinate the audit requirements as well as other state and federal reporting requirements within the deadline.

- To coordinate compliance with governance and nonprofit licenses, registrations and certifications through local, state, and federal agencies.
- To prepare statements, budgets, accounts payable, and reports for funds.
- To maintain budgets in collaboration with managers and coordinators for programs and projects.
- To receive, post, and enter data for all incoming checks, invoices, and expenses or coordinate such process with the ASO.
- To reconcile and or review for accuracy bank statements and bank reconciliations monthly.
- To maintain financial records for FCD.
- To maintain, record, refurbish and replace FCD assets and depreciation as needed.
- To maintain supply list and make purchase orders as needed to maintain minimums as approved by the Executive Director (ED).
- To coordinate purchases with Office Manager (OM) and ED of items, supplies, and participant expenses in accordance to program and project budgets and/or as approved by the ED.
- To draft policies and procedures for review by the ED, as needed or requested.
- To represent FCD and its client's best interest in every meeting or negotiation.
- To maintain databases and other tasks needed to support fundraising efforts.
- To assist the ED and Board of Directors (BOD) with researching, writing, securing, and managing grants.
- To create and maintain a digital and paper file system for the maintenance of Juvenile Welfare Board (JWB), Pinellas County Licensing Board (PCLB), Council on Accreditation (COA) standards, related FCD policies and procedures, and evidence of compliance with the standards.
- To support with the COA reaccreditation process through regular communications with COA coordinator, coordinate the site visit, and ensure deadlines for documents are met by staff to complete the COA reaccreditation process.

### **Required Skills and Abilities:**

- Excellent in signed and written communication skills.
- Understanding of the D/deaf and hard of hearing Community.
- Proficient in Microsoft Office Suite and related software.
- Capability in organizing, planning and completing work while meeting deadlines in a timely manner.
- Good interpersonal skills in interacting with program participants, staff, and community contacts.
- Ability to function professionally in crisis situations involving staff, volunteers, and program participants.
- Ability to maintain confidentiality and protect access to client and staff records.
- Willingness and ability to take initiative on the job and to function as a team player.

### **Required Qualifications:**

- Demonstrated capability of sign language.
- Bachelor's Degree in finance, accounting/business or related experience.
- Experience in the financial sector.
- Adherence to the FCD Mission Statement and FCD Handbook.

**To Apply:**

- Submit a letter of interest, a resume, and 3 references to [info@fcdpinellas.org](mailto:info@fcdpinellas.org).
- In the subject line please place "Application for Finance Coordinator"

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_