

Job Announcement

Financial Coordinator

ABOUT OUR ORGANIZATION

Children's Connections, Inc. is a non-profit organization, founded in 1987, that works with adoptive parents, birth parents, child care providers and other professionals to improve the quality of care for children. We provide adoption and embryo adoption, parenting support, pregnancy support services, child care nutrition services, respite care, education, and professional development, along with occasional special projects that benefit children, families and/or child care providers throughout Texas.

Children's Connections Inc. is currently looking for a full-time staff to join the fast pace of this established agency. Children's Connections Inc. offers paid holidays, paid time off, and full health insurance benefits are available in an environment that is supportive, fun and friendly! All staff works closely in a team environment. You will work closely with the agency directors and other coordinators. Staff members are responsible for managing and providing frequent updates on their workload as well as assisting with other tasks.

WORK ACTIVITIES

We are seeking to hire a full time Financial Coordinator. Primary job duties are:

- Maintain agency accounting records using Quickbooks
- Submit claims for reimbursement and invoices to state agencies and other funders
- Accounts payable and receivable
- Work with payroll service and auditor, dropping off/picking up reports as needed
- Time sheet review and payroll preparation
- Petty cash management
- Bank deposits prepared and deposited
- Maintaining data spreadsheets, files, and prepare regular reports
- Staff reimbursement, expense accounts and credit card oversight
- Maintaining data spreadsheets, files, and print reports
- Maintain a professional office environment and organized workspace
- Communicate effectively with staff and contractors, clients, other agencies, and others necessary to carry out the functions of the position
- Cash flow management and monthly financial reports
- Answer telephone, handling needs of callers as assigned and record/distribute messages in a timely, professional manner, communicating effectively with a variety of clientele
- Infrequent work may be needed on evenings and weekends
- Accept phone calls after hours and handle emergency situations that arise, on a rotating basis with other office staff
- Other duties as assigned

REQUIREMENTS

- Bachelor's degree in accounting and or experience in non-profit is a plus
- Three years experience in full charge bookkeeping required
- Proficient knowledge of Microsoft Word, Excel and QuickBooks a must

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- Effectively manage multiple projects in a busy setting
- Ability to work in a fast paced environment
- Work experience that demonstrates an attention to detail
- Self-starter with the ability to meet deadlines
- Have no convictions of felony or misdemeanor classified as an offense against the person or family, or public indecency, or a felony violation of a substance included in the Texas Controlled Substance Act
- No findings on any child and abuse registry
- Must have reliable transportation, with a good driving record and liability insurance
- Must have respect and understanding of people from different races, cultures, and backgrounds
- Must be flexible to accommodate a growing and changing company
- Must have ability to operate office equipment including computers, Internet, alarm, telephone system, copier, fax, shredder, etc.
- Must have previous skills and abilities in using both Microsoft Word, Excel and Outlook; Proficiency with PowerPoint and Publisher is preferred
- Must be able to pass TB test, drug test, and all background checks before job offer becomes final.

Qualified candidates must not work for themselves or other organizations that would be a conflict of interest with any CCI program.

If qualified, send an email with attached cover letter and resume to jobs@childrensconnections.org. Please indicate which position you are applying for in your e-mail. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.

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