



Position Description—Foundation Finance Coordinator

Title: Foundation Finance Coordinator

General Purpose: The Foundation Finance Coordinator is responsible for maintaining the financial records, balancing the books, identifying the discrepancies, providing resolution, generating reports to support the OPA Foundation.

Classification: Appointed

Level: National Coordinator

Relationships to Other Positions:

Appointed by: Executive Director

Accountable to: Executive Director, Foundation Treasurer

- Liaise with Financial Reporting Director (technical support & guidance)

Support from: Development Director, Executive Director, Foundation Board, VP Finance

Works with: Foundation Board of Directors, Executive Director, Finance Team

Term of Service: One-year appointment; reappointment subject to review. Two consecutive term limits applies.

Time Commitment: 1-2 hours per week

Required Qualifications:

- Lifetime member in good standing with alum status preferred
- Bachelors' degree in Accounting, Finance or Business Administration preferred
- 2+ years' experience in a role of similar capacity

Knowledge/Abilities/Experience:

- Strong with MS Office Suite skills, as well as QuickBooks
- Organized, detail oriented with good task management skills
- Professional demeanor, ability to be trusted with confidential and sensitive information
- High attention to detail and accuracy
- Experience with QuickBooks

Duties and Responsibilities

- Accounts payable tracking and management in QuickBooks
 - Setting up payables for Foundation Treasurer to execute
- Accounts receivable tracking in QuickBooks
- Reconciliation of donor records in donor database with QuickBooks records
- Continue to develop and improve the A/R & A/P processes
- Monthly account analysis reviews and adjustments when applicable
- Prepare month-end closings, quarterly closings and year-end closings
- Support Financial Reporting Director with year-end audit for Foundation accounting

Convention/Mid-year/Summit/Leadership Training attendance required? No/No/No/No