

Job Description

Date Opened:	July 15, 2021
Date Updated:	July 12, 2021
Title:	Finance Coordinator
Reporting to:	Director of Finance
Full/Part time	Full time
Exempt/Non-Exempt	Exempt

Description:

The Finance Coordinator's primary focus is accurately maintaining the financial records of the organization and supporting the Finance Director in effective financial management. This role involves working closely with the finance team on monthly financial reconciliation; ensuring appropriate financial records are accurately maintained; maintaining financial reporting to support management of DPA operations, and supporting team members in financial administration.

This role requires familiarity with accounts payable, accounts receivable, and budgets; an ability to prioritize multiple projects; adherence to timelines and confidentiality requirements; and a commitment to operating in a team environment. A working knowledge of general payroll, financial and tax regulations is required.

This is a full time position, Monday through Friday from 8:00 a.m. to 5:00 p.m. and may require occasional nights and weekends. Additionally, DPA employees may be required to attend conferences to enhance and maintain a professional and technical knowledge of DPA's computer financial system.

Essential Responsibilities:

- Compile and sort documents, such as invoices and checks, substantiating business transactions
- Verify and post details of business transactions, such as funds received and disbursed, and make appropriate entry on ledgers or computer spreadsheets and databases
- Prepare invoices, checks, account statements, reports, and other records and reviews them for accuracy
- Code data for input to financial systems according to DPA's procedures
- Review all invoices for appropriate documentation and approval prior to payment
- Obtain signed checks as required
- Compile spreadsheet of any and all pre-paid expenses
- Prepare garnishments and child support checks for payroll
- Reconcile bank statements
- Monitor accounts receivables and unpaid bookings to ensure payments are up to date
- Reconcile and recommend resolution for report discrepancies and problems
- Prepare pertinent information for external accounting firm and auditors
- Assist with budget tracking and financial reports for grants
- Perform filing and copying



Discovery Park of America Human Resources

- Purchase office supplies for each department
- Schedule and prepare UPS pick-ups
- Assist with event coordination, including financial reporting
- Assist CEO and Director of Finance as needed

Education/Experience:

- Bachelor's degree in finance, accounting, or related field
- At least 3 years of office experience
- Outstanding financial and analytical skills
- Proficient computer skills
- Excellent organizational skills

Additionally, the successful candidate must demonstrate a positive attitude, a willingness to learn, a proven commitment to DPA, and a strong desire to succeed.

To apply, [Download your application here](#) , fill it out, and email it along with your resume to jobs@discoveryparkofamerica.com, fax to (731) 885-7276 or drop off at the Discovery Park ticket window.