



Barry
Community
Foundation

For Good. For Barry County. Forever.

***Job Description/Performance Evaluation
Summary & Qualifications***

POSITION TITLE		EXEMPT/NON-EXEMPT
Finance Coordinator		NON EXEMPT
REPORTS TO		REVISED/APPROVED DATES
President & CEO	Bonnie S. Gettys	
Signature		Date
JOB SUMMARY		
Responsible for managing and implementing the financial office management functions of the Foundation. The functions include the overall management of the office related to staffing, basic bookkeeping processes, donor acknowledgements and customer service.		
CE VALUES, EDUCATION, EXPERIENCE & KNOWLEDGE, CONFIDENTIALITY & CONFLICT OF INTEREST, WORKING CONDITIONS and PHYSICAL		
Workplace Values	<p>Excellence, effectiveness and efficiency are among the standards against which the staff of the Barry Community Foundation will be measured as it works to fulfill its mission of making Barry a better place for everyone in every way both today and into the future. Teamwork and continuous learning are the strategies we will use to live up to these standards. Being a productive contributing member of the Foundation team not only involves a commitment to these strategies but also means being flexible, creative, open-minded and hard working. The Foundation workplace environment is inclusive, caring and professional. Fairness, mutual respect and understanding are the hallmarks of how</p>	
Education	Bachelors Degree in accounting or 5+ years experience in bookkeeping, payroll and financial matters	
Experience & Knowledge	<p>Minimum of five years of work experience preferred related to entering and processing financial transactions, managing office logistics and records management, and providing high-level human resource support for the organization. Strong communication skills, both written and verbal. Ability to work effectively and independently within their work area. Must have ability to work with MS Office Software programs with emphasis on accounting, database management, and related software programs. Routine testing/training on various job related skills and competencies</p>	

<p style="text-align: center;">Skills, Abilities & Duties</p>	<p>Human Resource Duties:</p> <ul style="list-style-type: none"> • Oversees Corporate Credit Card accounts. <p>Bookkeeping Duties:</p> <ul style="list-style-type: none"> • Process accounts payable and receivable including generating checks. • Prepare general accounting reports and proposed budget plan. • Responsible for maintaining and monitoring cash availability in all business accounts, and taking backup server to safe deposit box on a weekly basis. • Process donor contributions, including tracking donations, acknowledgment correspondences, pledges and monthly contribution reports. • Provide Bookkeeping support to Finance Director. • Audit work plan monitoring including: monthly internal controls checklist with President & CEO and Finance Director. <p>Core Office Duties:</p> <ul style="list-style-type: none"> • Coordinates service and contracts for the Foundation, including insurance, computer support, telephone and answering service, and equipment lease and rental. • Serves as BCF's Records Management Officer. • Responsible for uploading FundWeb and providing requested reports to fund contacts. • Act as a liaison to the independent auditor. <p>General:</p> <ul style="list-style-type: none"> • Actively engage in maintaining Community Pearl, the Foundation database system. This includes keeping records current, accurate, and preparing reports. • Conform with and abide by all regulations, policies, work practices and instructions. • Participate in ongoing training and education. • Perform other duties as assigned.
<p style="text-align: center;">Confidentiality and Conflict of Interest</p>	<p>The information available to employees in the Foundation office is often of a sensitive nature, particularly as it relates to the wishes of donors and the evaluation of grant request, etc. All employees are expected to use sound judgment in this regard, making sure that sensitive information is kept confidential. Foundation employees have the responsibility of administering the affairs of the Foundation honestly and prudently, and exercising their best care, skill, and judgment for the sole benefit of the Foundation. Employees must use the resources, property, and funds under their control judiciously. They must exercise sound ethics and good faith in all Foundation transactions, and must not use their positions or the knowledge gained from their position for personal benefit.</p>
<p style="text-align: center;">Working Conditions</p>	<p>Works in a standard office environment with regulated temperature controls. Travels throughout the community for meetings. The noise level in the work environment is usually quiet to moderate.</p>
<p style="text-align: center;">Physical Demands</p>	<p>Physically capable of sitting, standing, walking, stooping, bending, and lifting up to 25 pounds.</p>