



RSVP of Mobile County is currently accepting applications for the position of **Finance Coordinator**

Position Description

Reporting to the Executive Director, the Finance Coordinator contributes to RSVP of Mobile County's overall success by effectively managing all financial tasks for the organization.

Organization

RSVP of Mobile County engages and connects individuals age 55 and older in a diverse range of community services activities in the areas of Healthy Futures, Education, Economic Opportunity, Disaster Services, Veterans & Military Families and Environmental Stewardship. As the premier volunteer service organization for mature adults, RSVP's mission is to enrich the lives of older adults, strengthen communities and encourage civic engagement.

Primary Duties and Responsibilities

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Document and maintain complete and accurate supporting information for all financial transactions
- Reconcile bank accounts
- Oversee the bookkeeping function to include accounts payable, accounts receivable and maintenance of the general ledger
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with agency guidelines
- Assist the Executive Director with financial reporting as required for Advisory Council meetings to include preparing and presenting reports

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director

Project management accounting

- Maintain financial records for multiple projects, grants and fundraisers; submit cash requests

Office/Community

- Responsible for monthly personnel time sheets
- Reconcile volunteer information for reporting requirements
- Attend and/or participate in meetings, training classes, conferences and community functions as requested and/or required by the Executive Director
- Foster and maintain a positive, professional working relationship with community partners

Qualifications

Education

- Diploma from an accredited high school or the successful completion of the General Education Development (GED) test, including or supplemented with course work in bookkeeping or accounting is required. Bachelor's degree with a major in business, accounting or finance is strongly preferred
- Background check is required

Knowledge, skills and abilities

- QuickBooks
- Working knowledge of office practices and procedures
- Familiarity with the nonprofit sector

Qualified applicants are asked to submit a resume to Stacey Killingsworth at skillingsworth@mobile-county.net by July 8, 2015