



## **Finance and Reporting Coordinator**

*The Community Resource Center (CRC) empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.*

CRC is looking to hire an organized and efficient Finance and Reporting Coordinator, with an eye for detail and accuracy to join our organization.

Responsibilities include:

- Provide reporting, bookkeeping and office support to Director of Finance and Human Resources and Executive Director as needed.
- Assist with the data entry of accounts receivable and payable invoices, donor information and processing of checks for Clients and Consultants.
- Assist with the collection of receipts, checks, donations, money orders or any other information from the Directors of the organization and different Departments for further processing.
- Assist with reconciling credit card transactions and entering data in QuickBooks and Donor Perfect.
- Support the processing of bank deposits and retrieval and processing of incoming mail twice a week or weekly.
- Assist with weekly or monthly reconciliations as needed supporting the Consulting Accounting Team.
- Complement and collaborate directly with all staff members gathering and providing information.
- Perform other duties as directed.
- Assist with the generation of reports and gathering of requested information to comply with different grant requirements on a monthly, quarterly, or as needed basis.
- Support the relationship with the Accounting Consultants and collaborate closely with them to solve or address any open bookkeeping or transactional issues.
- Work closely with the Communications and Development Department to ensure the Acknowledgement generation and distribution process to donors is timely and accurate.
- Provide support with specific Human Resources Ad-hoc reports and other responsibilities as directed by the Director of Finance and Human Resources.

Qualifications:

- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.
- Good oral and written skills in English and Spanish.
- Strong skills with data entry, data management, and reporting.
- Strong people skills and a customer service-oriented mindset.
- Ability to work with concentration, accuracy, and diligence.
- Basic knowledge of accounting principles, processes, and terminology.
- Ability to perform basic math: addition, subtraction, division, multiplication, and find percentages.
- Ability to work independently and work cooperatively with others.
- Ability to collaborate with employees, organization partners, and clients in a friendly and positive manner.
- Ability to visualize, articulate, and solve complex problems and concepts, and make decisions based on available information.
- Ability to use judgment and discretion.
- Ability to manage multiple tasks simultaneously.
- Ability to use a computer and knowledge of standard and specific business applications, such as computerized accounting, e-mail, electronic spreadsheet development, database, and word processing; ability to learn new software applications.

Supervision:

The Finance and Reporting Coordinator reports directly to the Director of Finance and Human Resources.

Compensation:

This is a part time role ranging from \$20,000-23,000.

We offer competitive compensation and benefits packages. This position provides an opportunity to contribute to empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community. Join our team and help us make a difference in the community.

To apply for this position, please submit your cover letter and resume to Luis Zarate at [lzarate@crcny.org](mailto:lzarate@crcny.org).