



Financial Coordinator

Job description:

Provide financial, administrative and clerical services with a focus on payroll, accounts payable, and membership and group insurance payments from member schools. Responsible for all PCPO payroll, billing, tracking, receipts, deposits, and collections. The financial coordinator pays all bills for the general fund and processes and manages payments received and provides related accounting support.

Responsibilities:

- Check PO Box regularly
- Process monthly payroll via bank system and verify that all payroll taxes are paid and necessary forms completed.
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including paying bills, and verifying, classifying, computing, posting and recording accounts receivables' data
- Generate and send out invoices
- Prepare and process bank deposits
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer accounts details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Maintain accounts receivable and payable files and records
- Investigate and resolve customer queries
- Verify discrepancies and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Keep all information confidential
- Complete related tasks as needed

Requirements:

- Ability to drive to Post Office box and to Portland area meetings
- Proven ability to calculate, post and manage accounting figures and financial records
- General bookkeeping and computer skills
- Proficiency in MS Word and Excel
- Customer service orientation and negotiation skills
- Meticulous accuracy with numbers and proofreading
- Responsible and timely verbal and written communication skills
- Resourceful and capable of self-direction
- Experience with cooperative preschools
- Exceptional organizational and time management skills
- Problem analysis and problem-solving skills
- Receptive to mentoring
- Team member