
THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES
FINANCE COORDINATOR

POSITION OVERVIEW:

The Finance Coordinator maintains and processes daily activities and transactions related to all functions within the Finance Department. This full-time position reports to the Director of Finance and works closely with the Finance Team to record accurate transactions in the general ledger and ensure proper financial reporting in compliance with policies, accounting principles, and grant requirements.

KEY RESPONSIBILITIES:

- Meets all confidential requirements regarding the management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Possesses a clear understanding, knowledge of and complies with nonprofit accounting policies and procedures.
- Strategically organizes workload throughout the day to meet Department timelines and deadlines.
- Provides general support to the Finance Department in serving as an accessible, efficient, detail-oriented resource to optimize office functions and, as needed, key project results to advance MECCA and the mission and vision.

POSITION FUNCTIONS:

- Organizes, reviews and enters bills and tracks expenses by account, program and funding source.
- Helps in the preparation of bank reconciliations and balance sheet analysis to ensure accuracy and reliability of such balances.
- Assists with coordination and preparation for financial audits of the organization, preparation of financial information for grant applications and reports as needed.
- Assists management to develop program and organizational budgets and updates them as necessary.
- Assists the Finance Department to generate monthly financial statements and other financial analysis ensuring their accuracy, reliability and timeliness.
- Maintain and assist with recurring financial reports for a variety of internal and external users as needed.
- Assists the Finance Department with special projects, updates records regularly and other duties as assigned.

MINIMUM QUALIFICATIONS:

- Experience in accounting or related field, preferably in nonprofit accounting with federal and County grant experience required with Bachelor's degree in Accounting a plus
- Proficiency with Microsoft Office, Microsoft Excel and especially QuickBooks required.
- Strong oral and written communication skills with good interpersonal and organizational skills.
- Demonstrated knowledge and sensitivity to ethnic issues.
- Must pass criminal background check, possess valid CA Driver's License, acceptable driving record and insurance.
- **COMPENSATION:** \$20 - \$25/hour based on experience plus benefits: Full medical, dental, and vision benefits for full-time, permanent positions.

Diversity in organizational practices is a core value of MECCA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds. MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.

For consideration submit your Resume and Cover Letter to humanresources@ocmecca.org