

Program Coordinator

Job # 08 - 52

POSITION PROFILE:

Under the direction of the Executive Director, provide overall direction and guidance to the day-to-day operations of Etudes, problem solving and decision-making. Implement program policies and guidelines; provide for program reporting and accountability; coordinate scheduling of services; monitor project budgets.

The Program Coordinator is responsible for performing a variety of professional accounting work in the analysis, maintenance and auditing of financial and accounting records for the Etudes organization's accounts; analyze and prepare financial statements, reports, accounts and records of revenue and expenditures.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision making in assigned program; implement policies and directives according to federal and State guidelines for non-profit organizations.
2. Coordinate scheduling of training services and events, registration process, and assignments for lead facilitators.
3. Assure program guidelines and policies are followed.
4. Establish appropriate linkages to special markets and populations and the Etudes community groups served.
5. Serve as liaison between Etudes personnel, clients, support staff, administrators, faculty and learners, as necessary.
6. Provide information, program requirements, training offerings, hosting and support services, and other pertinent information.
7. Maintain database records with pertinent contact and other information for clients and certified faculty users and trainers.
8. Develop promotional materials and other documentation.
9. Perform a variety of professional accounting tasks in the analysis, maintenance and auditing of financial and accounting records for accounts and programs.
10. Assure program expenditures are within allocated budgets; monitor budgets; participate in budget planning, as needed.
11. Provide regular reports to management for federal / State agencies as requested; participate on program reviews.
12. Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies or errors.
13. Prepare, maintain and file various spreadsheets, forms, lists, records, reports and other documents as assigned.
14. Input financial information into accounting software system.

15. Analyze, verify and prepare financial statements, reports, accounts and records of expenditures and revenues; make recommendations regarding findings; maintain files.
16. Assure the proper balance of accounts payable and accounts receivable; audit and process payment requests; reconcile bank accounts; print and disburse checks as appropriate.
17. Review bank accounts for irregularities and make corrections.
18. Audit and assist with physical inventory as assigned.
19. Initiate research as necessary.
20. Operate a computer and other office equipment as assigned.
21. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Evidence of some or all of the following qualifications:

1. Any combination equivalent to: College-level course work in accounting or related field and three years experience in coordinating programs and maintaining accounting records.
2. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of all human beings.

PREFERRED KNOWLEDGE & ABILITIES:

1. Knowledge of policies, objectives and goals of Etudes.
2. Knowledge of applicable regulations, policies and procedures.
3. Knowledge of accounting practices, procedures and terms.
4. Knowledge of financial record-keeping techniques.
5. Knowledge of software applications for accounting functions.
6. Knowledge of basic auditing procedures.
7. Ability to plan and coordinate day-to-day activities.
8. Ability to monitor budgets.
9. Ability to prepare financial statements and accounting reports.
10. Interpersonal skills using tact, patience, and courtesy.
11. Ability to establish and maintain cooperative and effective working relationships with other members of a team.
12. Ability to communicate effectively both orally and in writing.
13. Meet schedules and time lines; plan and organize work.
14. Remain current regarding trends in assigned field.
15. Sharp attention to detail.

WORKING CONDITIONS:

ENVIRONMENT:

1. Combination of physical office and virtual office environment; regular hours
2. Frequent interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sitting for extended periods of time.
4. Seeing to read a variety of materials.

DATE APPROVED: July 14, 2008