

**Job Title**

Finance Coordinator

Reports to: Executive Director

FLSA Status: Nonexempt

Classification: Regular Full-time

Primary Responsibilities

The Finance Coordinator is responsible for accounts payable/receivable processes, procurement, payroll management, tracking organizational and program budgets, and providing financial/budget status reports, including financial statements to the Board of Health. Develops the department's annual budget and program budgets in partnership with the Executive Director and program coordinators. Oversees day-to-day finance operations, procedures, and participates in quality improvement initiatives to ensure organizational effectiveness and efficiency. Upholds SEDHD internal controls and compiles with auditor and grant program review requests. Contributes to staff and Board of Health meetings, provides customer services, processes documents, and requisitions, and organizes files and information. Serves as the Finance and Administration Section Chief during public health emergencies. Completes other duties as assigned.

Examples of Work Performed

- Manage and maintain financial processes and operations.
- Oversee the purchasing and maintenance of accounting software.
- Process accounts payable/receivable.
- Process payroll and calculate/track fringe benefits.
- Coordinate procurement processes (requisitions, invoices) and develop/maintain inventory management system.
- Monitor department credit cards, operating line of credit, bank relationships and other fiscal duties.
- Provide financial/budget status reports, including quarterly grant or contract reporting to funders and reports to the Board of Health.
- Prepare documentation for auditor and program reviewers and respond to queries and requests.
- Provide general office support for employees and customers.
- Provide customer service. Answer phones, greet visitors, communicate with vendors, take and direct questions or messages to appropriate staff members, respond appropriately to inquiries.
- Contribute to hiring and new employee orientation procedures, assuring completion of required SEDHD forms, background checks and employment verification, and training employees on policies/procedures, office equipment and forms.
- Design/maintain electronic and paper filing systems. Maintain and ensure the security of office files and records.
- Demonstrate sound fiscal accountability.
- Maintain strict confidentiality of sensitive information in accordance with Health Insurance Portability and Accountability Act (HIPAA), State confidentiality standards, and SEDHD policy.
- Comply with all SEDHD policies, procedures, and internal controls. Conduct regular review of policies and procedures.
- Participate in assigned internal staff committees.
- Participate in required SEDHD training and staff development opportunities.

- Participate in performance management and quality improvement activities.
- Assist with emergency response efforts to disease outbreaks and disasters when requested. Serves as the Finance and Administration Section Chief in SEDHD's incident command structure.

Knowledge, Skills, and Abilities

- Display positive public relations skills and work with all community members regardless of lifestyles, physical abilities, sexual orientation, education, race, ethnicity, culture, etc.
- Readily assumes responsibility.
- Knowledge of general office practices and procedures.
- Knowledge of budgeting, financial statements and relationships, analytical techniques, operations, and Generally Accepted Accounting Principles, practices, and procedures.
- Knowledge of federal grants management.
- Knowledge of human resources functions, including employment laws and practices as well as benefits and compensation administration.
- Skilled in facilitation and presentation skills, listening, group processes, and dynamics.
- Proficient in QuickBooks, Microsoft Office, and other common computer and database applications.
- Ability to work with various levels of agency management.
- Ability to read, write, and comprehend documents such as safety rules, laws, instructions, and policies/procedures.
- Ability to think strategically, communicate effectively, and articulate both orally and in writing.
- Ability to organize, analyze, and interpret technical information.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to establish and maintain positive and effective working relationships with coworkers, administrative support organizations, elected and appointed officials, representatives of other governmental entities, private industry, and members of the general public.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes and meet deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work independently and as part of a team.
- Ability to adapt to change and be flexible.
- Ability to assume additional responsibilities and assignments.
- Ability to exercise initiative, judgment, and discretion.

Working Conditions

Work is performed primarily indoors in an office environment. Work during a public health emergency may be performed at or other locations as needed. Work will include traveling to other facilities such as local or state public health facilities, hospitals, clinics, and community partner agencies.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in accounting, finance, or related field. Master's degree in business, finance, administration or accounting preferred.
- Prefer 1 or more years of experience working in a fast-paced finance or accounting environment

Additional Preferred Licensure/Certificates

- Completion of Federal Emergency Management Agency Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, and 800 will be required to complete the courses within one month of employment.
- A valid Nebraska driver's license.

How to Apply

Send resume and cover letter to Grant Brueggemann, Executive Director – grant@sedhd.org