

Job Title	FINANCIAL COORDINATOR
Employer/ Agency	HEARTS WITH HOPE FOUNDATION, RTC/GRO
Job Description	<p>Position Description: The Financial Coordinator handles the financial and billing functions for the organization. <u>Internal and External Confidentiality is a requirement in this position.</u> The Financial Coordinator carries out responsibilities in some or all of the following functional areas: accounts payable, accounts receivable, monthly financial reports, audits, payroll and petty cash.</p> <p>Collect and Analyze financial data . Reconcile accounts receivable to balance with bank statements and state reports. Financial Reporting. Accounts Payable. Maintain compliance of inspections and insurance. Client Billing. Timely processing of payroll and payroll issues. Provides accountant with needed financial reports and data. Reviews all invoices prior to payment for accuracy, approval and accountant coding. Provides approvals and account/department coding .Reconciles accounts receivable billing for Contracts. Coordinates and supervises billing payments to vendors. Communicates effectively with outside vendors and internal employees and managers to resolve vendor invoice discrepancies. Assists with preparation of monthly reports and other accounting projects as needed. Tracks contractors to ensure compliance. Updates DFPS system for open vacancies. Tracks, distributes and reconciles Petty Cash receipts. Submitting and processing Sam’s orders. Other duties as assigned.</p>
Qualifications	<p>A Bachelor’s Degree is preferred. One to two years of general financial experience is preferred.</p> <p>Financial Coordinator Requirements Independent Judgment . Knowledge of Minimum Standards for General Residential Operations and Residential Treatment Centers. Excellent computer skills, including Word, Excel and PowerPoint. Effective oral and written communication skills. Excellent interpersonal and organizational skills. Skills in database management and record keeping. Able to exhibit a high level of confidentiality. Must be able to identify and resolve problems in a timely manner. Must be able to gather and analyze information skillfully. Communicate independently and professionally with other company personnel and contacts outside the company.</p>
Salary/Hours	Salary: Commensurate with abilities and experience Hours: As scheduled Reports to: Program Director
Address	P.O. BOX 1623 SPRING, TX 77383
Contact Person	MS. ANGELA FRANKLIN (HR) MRS. LUEVENIA CHAPMAN (PROGRAM DIRECTOR)
Contact Title	HR/ PROGRAM DIRECTOR
Telephone Number	281) 651-1207
Fax Number	281) 651-1153
Email Address	A.FRANKLIN@HEARTSWITHHOPEFOUNDATION.ORG
Application Method	FAX/E-MAIL Applications can be obtained via www.HeartsWithHopeFoundation.org under “CONTACT US”
Opening Date	5/1/2014 (Position will close 5/8/2014)

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.