

Girls Inc. of Chattanooga

Job Description

Accounting Coordinator

Reports to: Chief Financial Officer

FSLA Status: Hourly / Non-Exempt



of Chattanooga

Girls Inc. of Chattanooga's mission is to inspire all girls to be strong, smart, and bold through intentional programming and experiences. Our comprehensive approach to whole-girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent leaders.

Originally founded as the Girls Club of Chattanooga, Girls Inc. of Chattanooga has educated and empowered girls since 1961. Through in-school, after-school, and seasonal camp programming, our organization serves a diverse group of more than 850 girls, ages 5 to 21. Girls Inc. of Chattanooga is an affiliate of Girls Inc. National, which serves more than 144,000 girls annually through a network of seven-five (75) affiliates across the U.S. and Canada.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

Position Summary:

The Accounting Coordinator is responsible for supporting Girls Inc. of Chattanooga Chief Financial Officer (CFO), and Finance Department. This position is responsible for managing all aspects of the organization's financial records and ensuring the accuracy and integrity of financial data. This role requires a detail-oriented individual with a solid understanding of basic bookkeeping and accounting principles with proven ability to calculate, post and manage accounting figures and financial records with data entry skills and a knack for numbers and a high degree of accuracy and attention to detail.

Essential Duties and Responsibilities:

Financial Management:

- Supports the CFO in all financial activities including accounts payable, accounts receivable, cash receipts, check processing and ACH payments, taking deposits to banking and financial institutions.
- Supports the CFO in maintaining the General Ledger including, preparing and posting of all journal entries and accruals.
- Reconcile all bank accounts, credit cards, pre-paid debit cards, investment portfolio and expense allocations monthly.

Accounts Payable and Accounts Receivable:

- Code and process invoices, payments, and receipts.
- Monitor accounts receivable aging and follow up on overdue accounts.
- Ensure timely payment of vendor invoices.
- Serves as back up to programming to collect and reconcile program/camp fees, assisting parents with program/camp registration as needed.

Financial Reporting:

- Assist the CFO in preparing accurate financial reports and statements, including balance sheets, P&L, income statements, and cash flow statements, etc.
- Generate periodic financial reports for management and stakeholders.

Compliance and Auditing:

- Assist the CFO in the preparation of the year-in audit.
- Generates, mail out and files year-end 1099 forms.

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- Assist the CFO with internal and external audits by providing the required documentation and explanations for periodic reporting and compliance with (i.e., Girls Inc. National, community foundations, organizations and companies).

Budget Development & Monitoring:

- Assist the CFO in the development and monitoring of the annual operating budget and grant administration reporting.
- Other duties as assigned.

Knowledge, Skills & Abilities:

- Energetic and passionate about advancing the mission and serving our participants and their families within their communities.
- Ability to work cooperatively and collaboratively with staff, volunteers, and community partners.
- Passionate about diversity, equity, and inclusion and serving in a pro-girl environment.
- Ability to demonstrate a high level of ethics, integrity, respect, and initiative.
- Maintains a positive, “can-do attitude” and works with a sense of urgency to achieve organizational goals and overcome obstacles, challenges, and constraints that arise in fulfilling those goals.
- Excellent written and verbal communication skills; effective communicator.
- Excellent database and computer skills and experience using technology to streamline processes.

Experience & Qualifications:

- Minimum associate degree in accounting, Finance, or a related field.
- Minimum of 3–5 years of progressive accounting and/or bookkeeping experience (non-profit accounting a plus).
- Proficiency in QuickBooks Software is a plus with advanced knowledge of Microsoft Excel.
- Experience working in an administrative office environment is a plus.
- Advanced proficiency in Microsoft 365 products (Outlook, SharePoint, TEAMS, advanced knowledge of Microsoft Excel, and Word).
- You must be able to work Monday through Friday between 8:00 A.M. and 5:00 P.M. with occasional weekend hours as needed.
- Must be able to remain in a stationary position 80% of the time.
- Must have a valid driver's license.
- Must have reliable transportation.
- Must be able to occasionally lift <30-40 lbs. of equipment or supplies for various needs.
- Bi-lingual in Spanish (verbal and written) is a plus.

The Accounting Coordinator is a part-time position (25-28 hours per week) with benefits. Compensation is determined based on experience, degree of education and level of expertise.

Disclaimer: The above statements are intended to describe the general nature and expectations of the work being performed and should not be construed as an exhaustive list of all responsibilities, duties, and skills required and are subject to change at any time by the employer.

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Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to Girls Inc. of Chattanooga's by calling the main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls' health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift girls' voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at www.girlsinc.org