

Coordinator of Finance and Administration

Minimum starting pay \$15 per hour

You are a wiz with Excel, have a knack for numbers and possess great attention to detail. You are organized and methodical when working and you love being busy and productive. If this sounds like you, then we can use your enthusiasm and abilities as a Coordinator of Finance and Administration with Community Cooperative. Community Cooperative is an established nonprofit organization that works to end hunger and homelessness in Lee County.

Job Duties and Responsibilities include but not limited to:

- Process accounts payable invoices
- Expense tracking for grant reporting
- Process accounts receivable and deposits daily
- Coordinates and processes human resources/payroll activities
- Process payroll on a bi-weekly basis
- Performs other miscellaneous duties as assigned
- Update monthly tracking spreadsheets

Qualifications (Education, Experience and Competencies)

- Associates degree in business related field required (Accounting preferred)
- Minimum of 2-year demonstrated experience in Accounting
- Proficient in Microsoft Office, with excellent skills in Excel.
- Excellent communication and administrative skills
- Exceptional organization and time management skills

Requirements

- Pass background screening including Level II fingerprinting, FDLE background check, and drug screening. Clean Motor Vehicle Record.