



## **Position Description – Budget and Finance Coordinator**

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### **Core Functions**

- Assist with budget tracking and reporting
- Support finance management in daily, monthly and quarterly activities.

### **Classification**

Exempt, Part time Employee (20 hrs a week)

### **Summary**

The Afterschool Alliance is a nonprofit working to ensure that all children have access to quality, affordable afterschool programs. Afterschool programs keep kids safe, inspire them to learn and help working families. The Budget and Finance Coordinator will be provided an excellent opportunity to gain significant experience with nonprofit budget development, benefit systems maintenance, and general bookkeeping in a fast-paced well-functioning team environment. It is a great opportunity to learn through experience about Finance and Administration area of a nonprofit organization, and provide support its mission. (S)he will work closely with Vice President of Finance and Administration in our Washington, DC office.

### **Responsibilities and Tasks**

#### *Budget*

- Become an expert of the organization's budget structure and allocation codes
- Understand project budget allocations; verify monthly project costs
- Run monthly budget performance reports for projects and distribute them to project managers
- Assist with quarterly allocations posting
- Assist with communication of the budget performance reports with project managers
- Perform other support duties as requested.

#### *Bookkeeping*

- Post income and expense transactions including merchant income
- Update project codes in time tracking system
- Monthly allocate printing and postage expenses
- Enter bills in Accounts Payable and follow up on AP inquires
- Track timely payments of monthly bills
- Track Accounts Receivable in the logs and follow up on outstanding invoices
- Coordinate vendor review prior 1099-Misc preparation in January
- Reconcile petty cash
- Allocate credit card expenses for the office

#### *Administration*

- Assist with filing for the Finance and Administration department
- Assist with audit preparation
- Twice a month coordinate time period closing and timesheet completion
- Provide monthly reports from FSA and H.S.A benefit accounts
- Prepare monthly funds transfer to WMATA transportation benefit account
- Mail checks
- Coordinate Conflict of Interest forms update in January



## **Knowledge, Skills and Abilities**

- Experience working with Quick Books accounting software desired
- Technology savviness, fluent using Microsoft Office 2010 (especially Excel), Internet and databases
- Highly organized, accurate and responsible
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines

## **Minimum Qualifications**

- Degree in Accounting is desired, or the candidate can be at least in the process of obtaining such degree.
- Three professional references

## **Compensation and terms**

Commensurate with experience. This position is supported with applicable self-funded employee benefits under 125 Cafeteria Plan provisions, including Short- and Long-Term Disability, Life insurance, Flexible Spending Account, Aflac plans, SmarTrip Benefit Program. Organization provides pro-rated leave time and health benefit subsidies as listed in the employee handbook.

## **How to Apply**

To apply send your resume and a cover letter describing your interest and qualifications for this position. In the subject line indicate BUDGET AND FINANCE COORDINATOR. Email to: [info@AfterschoolAlliance.org](mailto:info@AfterschoolAlliance.org)

***Afterschool Alliance reserves the right to update position description and responsibilities as needed.  
Equal Opportunity Employer***