



Asheville Jewish Community Center

JOB DESCRIPTION **Finance Coordinator II**

Reports To: Finance Director

Department: Finance

FLSA Classification: Full-time, hourly, non-exempt

Pay Rate (hourly): \$20.50/hr., 35 hours per week

Date: 7/15/2024

Benefits: Full-time employees enjoy extensive benefits at the Asheville JCC, including: 27+ days of paid holidays and PTO; vision, life, and disability insurance; 401k*; membership at the JCC's state of the art aquatics center; FREE childcare* at the JCC's 5-star early childhood and school aged programs; and inclusion in a warm and welcoming center that has served the community for over 80 years. Scroll down for full benefits and additional information*.

- **Job Summary:** The Finance Coordinator II serves on the Finance Team under the supervision of the Finance Director and is responsible for financial and general administrative functions while supporting and coordinating operations with the departments and outside the organization for all JCC member and organizational accounts. This position utilizes skills and experience maintaining operational software, databases, and systems used by various types of community and educational programs including program enrollment setup, rate setup, revenue reporting, data management and metrics reporting. Serving as a trusted point of contact for organizations, families, and staff, connecting with them for information, and troubleshooting, ensuring a quality professional experience and outcome. The position shares in the Jewish Community Center of Asheville's commitment to the highest quality of programming and maintains the mission of by creating a welcoming supportive environment for all community members and guests. The job is conducted onsite in full-time shifts during operating hours.

Principal Responsibilities:

- First tier support for internal and external requests and interactions directed to the Finance Department for organizational, and member receivable accounts.
- Handling and maintaining all JCC financial and member transactions with accuracy, confidentiality, excellent customer service, internal controls.
- Accounts Receivable maintenance of member, organization and donor accounts and handling/oversight of all associated financial records in accordance with JCC policies, procedures, and accounting standards.
- Coordination with all programs for registrations, rates, enrollment, database management and reporting for financial billing and reporting accuracy.
- NC Voucher program administration, attendance, and reporting.

- Scholarship program coordination and administration.
- Assist with month end process, annual audit, and other scheduled reporting.

Accounts Receivable

- Reviewing, reconciling, interpreting, reporting and collections of billing and receivable transactions in members and organizational accounts providing accuracy, timeliness, confidentiality, while maintaining internal controls, policies/procedures and providing exceptional customer service.
- Coordination with programs on registration and enrollment, rates, corrections and discounts/adjustments.
- Responsibilities include assisting and coordinating with families for programs, payment set-up, interfacing with accounts and troubleshooting with departments and team members.
- Providing documentation for members' financial transactions and assisting with access and navigation of the online accounts for billing and payments. Reviewing, applying, and maintaining records, discounts and adjustments to JCC member's accounts in accordance with JCC policies and procedures.
- Maintaining organizational accounts and applying third-party payments, state voucher reporting for attendance and conferring with programs and parents on voucher information
- Researching and processing refunds, and chargebacks for member accounts ensuring accuracy and upholding JCC policies and procedures.
- Coordinating with programs and members to ensure payments and auto drafts are handled correctly and applied to members/organizational accounts appropriately.
- Monthly AR reviewing and coordination with programs and departments for collections. Maintaining all Accounts Receivable and Donor Receivables to be current and accurate.
- Handling donor pledge payment application, recognition, and acknowledgement letters.
- Coordinating with scholarship applicants and the Scholarship Committee through the scholarship process. Applying awards as determined by the Committee.

General Ledger/Administrative

- General Ledger account review and reconciliation.
- Provides financial/statistical information to Finance Director and program directors as needed for financial reporting, budgeting, auditing, grant writing and year-end reports.
- Accept and handle scholarship applications confidentially while working with Executive Director for information requests.
- General office filing, organization of documents and file storage management.

- Provides an outstanding level of customer service to all members and staff interacting with the Finance Office. Some walk-throughs for other departments with training and procedures.
- Maintain and enforce organizational policies and procedures.
- Assist with organization of special-events as appropriate. Attending all staff meetings.
- Assist Finance Director as required with other duties as they arise.

Required Skills/Abilities:

- Previous experience in a membership driven organization and with educational/community programs.
- Ability to learn software functionality independently in a fast-paced environment, extrapolation of data and metrics.
- Ability to become fully knowledgeable about functionalities and systems, programs and services to provide troubleshooting, data management and reporting in a face paced environment.
- Demonstrated ability to work well with others and independently.
- Flexibility to keep different programs organized and on track with Finance operations.
- Strong organizational skills and detail oriented, balancing multiple priorities.
- Ability to maintain focus, while following through to successfully execute projects from start to finish.
- Good written and oral communication skills.
- Strong computer skills, including Microsoft suite, Excel, and SharePoint.
- Ability to learn operations software functionality and implement features, recording and reporting.
- Analysis and critical thinking skills.
- Ability to maintain security and confidentiality with financial records and transactions.
- Self-direction and time management abilities, keeping work and tasks within operating hours.
- General understanding of accounting principles.

Qualifications:

Education:

- Associate Accounting Degree preferred or related field acceptable.

Experience:

- Organizational operations for community programs, educational and/or non-profit environments
- Accounts Payable, Receivables, and General Ledger bookkeeping skills
- Member account management and collections
- Experience with credit card, cash, and payment transaction handling
- Non-Profit Accounting experience preferred

Substitution:

- Two years of accounting or bookkeeping experience in lieu of degree

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits include:

- Free tuition for Early Childhood/Youth Programming for the first child, and 50% off for subsequent children (after 90 days of service and based on availability. First 90 days employees receive 50% off the first child and 35% off subsequent children).
- Employer paid insurance (after 90 days of service):
 - Vision
 - Life Insurance
 - Short- and long-term disability
- Optional employee-paid insurance:
 - Dental
 - Additional Life Insurance
- Retirement 401K (available after 1 year of service)
- 10+ paid holidays
- Two paid “floating holidays” or personal days to be chosen by the employee
- 15+ paid vacation and sick days
- Paid bereavement leave
- Paid weather/emergency related closures
- Free, confidential counseling services through our Employee Assistance Plan
- Ongoing professional development
- Tuition reimbursement for courses at an accredited college or university
- Aquatics membership for employee and their household
- “Learn to Swim” lessons for employee and their household
- Complimentary use of meeting spaces, including the pavilion, aquatics facility, and social hall