



JOB SPEC Finance Coordinator

(CONTRACTOR POSITION)

Part Time- Estimated 15 hours/week

Summary

Under the direction of the Executive Director, the finance coordinator is responsible for performing a variety of financial, bookkeeping and accounting duties including record keeping and transactions including accounts payable, receivable and general ledger, processing payroll, financial reporting, and budget preparation and analysis. The Finance Coordinator is an integral part of the KM365 leadership team.

Qualifications:

- Advanced proficiency in Quickbooks
- Nonprofit experience preferred
- Understands Florida law as it pertains to finance and Florida business filings
- Minimum Associate's degree (AA/AS) or equivalent; 3+ years' related experience or equivalent
- Proficiency in Windows or MAC, Excel, Google Docs and browsers
- Excellent verbal and written communication skills; accessible, open, responsive communication style
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Strong mathematical skills
- Experience handling an audit
- Understanding of and commitment to the KM365 mission

Principal Accountabilities:

- Bookkeeping.
- Processes payroll (bi-monthly) and Contractor Payments (once monthly).
- Performs profitability and other relative financial analysis and reporting for fundraising efforts, grants, merchandise / online sales, and similar.
- Issues payments for bills and reimbursements in an accurate and timely manner.
- Reconciles bank accounts and provides monthly reports; keeps clear records of all accounting activity.
- Proactively maintains highly organized filing system; files invoices, payroll paperwork, reimbursements, insurance information and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures as needed.
- Manages audit, if necessary.
- Educates and advises Executive Director and Board, as appropriate.
- Assists with long-term financial planning.
- Creates financial structure to protect our foundation, clubs, ambassadors, volunteers, and Board.
- Tracks and reports on income and expenses including merchandise, web sales, events, fundraising.
- Supports grant writing and reporting with financial aspects grants in collaboration the grant administrator.
- Serves as liaison with the foundation's accounting firm.
- Prepares and presents monthly financials to the Board.
- Reports foundation finances monthly for projects upon request.
- Creates operating budget and tracks performance to budget.
- Helps the foundation financial infrastructure be positioned for sustainability and growth.

About the Organization:

Kindness Matters 365 was started in 2008 by one mom in Boca Raton, FL for a group of 40 children. The foundation has grown to a successful 501(c)(3) non-profit organization with thousands of participants in multiple states, including kids in pre-school through college. The foundation's mission: Through extraordinary programs nourished with Gratitude, Compassion and Kindness, KM365 equips kids and teens with knowledge and skills for their social and emotional well-being. We empower their exploration and discovery in caring for themselves and each other, today and for our future.