



Job Title: Finance Coordinator
Supervisor: Finance & HR Director
Date: November 2022

Department: Admin
FLSA Status: Non-Exempt, Part-Time
Salary Range: \$21-\$26.32/Hr
Bilingual differential \$.58 cents/hr

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Essential Duties & Responsibilities

Reporting to the Finance & HR Director (F&HRD) the Finance Coordinator performs various accounting activities including, maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. The Finance Coordinator is part of the robust Administrative Team and all work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

Other Duties and Responsibilities

Accounting

- Process a variety of accounting transactions such as invoices, payments, and expenses in accordance with agency and contract accounting procedures
- Ensures compliance with generally accepted accounting principles (GAAP) and organization's policies, procedures, and contracts
- Maintains accounting files in accordance with agency filing systems procedures
- Prepares journal entries and reconciles ledger accounts
- Track billing information for homes and treatment services
- Support with annual 990 and Financial Audit
- Reconcile Petty Cash

Personnel

- Audit timesheets, prepare payroll, make payroll tax payments, and file quarterly payroll tax returns, W2's, 1099's, and wage and benefit overview reports for staff
- Assisting with the agency's employee benefits program including Health, Life, and retirement.
- Assisting employees to sign up/apply for benefits
- Compile payroll information for annual worker's compensation audit
- Respond to and manage EDD for UI claims & Franchise Tax Board for withholdings
- Coordinate annual Health Insurance renewals with employees

Other duties as needed.

Knowledge, Skills, Talents, & Abilities

- Highly organized, with a "can-do" attitude to juggling various tasks
- Strong oral and written communication skills
- Proficiency with Google Drive, Dropbox, Quickbooks, and databases
- Interest and desire in serving non-profit sector preferred
- Excellent verbal and written communication skills needed, including proper spelling and grammar

- Ability to work effectively to a tight deadline and thrive under pressure

Education and/or Experience

- 2 years experience in Accounting **(Required)**
- High School Diploma/GED **(Required)**
- Associates Degree in Accounting or related field **(Preferred)**

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds. The physical demands described here are reasonable accommodations that may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits

- Sick Time
- 11 paid Holidays (prorated for PT)
- Employee Sponsored Retirement Plan (CalSavers)
- Phone & Internet Stipend

Acknowledgment

I acknowledge that I have read the job description and requirements for the Finance & Employee Benefits Manager position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.