

EPILEPSY FOUNDATION OF GREATER SOUTHERN ILLINOIS

3515 North Belt West
Belleville, Illinois 62226

**FINANCE/ADMINISTRATIVE COORDINATOR
JOB DESCRIPTION**

JOB TITLE: Finance/Administrative Coordinator

SALARIED EXEMPT POSITION

SUMMARY: Individual will act as the agency's Finance/Administrative Coordinator. Individual will spend the majority of the time working on bookkeeping/financial administration with the remaining time coordinating administrative tasks. Major bookkeeping responsibilities include accounts payable, billing, bank reconciliations, preparing financial statements, preparing budget reporting, and preparing monthly journal entries. Major administrative duties include acting as the agency's primary point of contact for general public, maintaining an organized filing system, maintaining office supplies, and coordinating other administrative tasks as requested.

REPORTS TO/SUPPORTS: Executive Director

MAJOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Financial Coordination

- Maintains accurate accounting records for two agency office operations.
- Processes accounts payable for two agency office operations.
- Prepares monthly journal entries for two agency office operations.
- Prepares monthly financial statements for both agency operations in Belleville and Mt. Vernon.
- Prepares agency budget reports for the agency's management team and Board of Directors.
- Attends board meetings to present financial reports.
- Reconciles bank statements for two agency office operations.
- Handles agency banking including making deposits and withdrawals from the bank.
- Maintains an organized filing system of all accounting records and documentation.
- Submits payroll information to external payroll processor including submitting new hires, terminations, benefits information, vacation/sick days, garnishments, and child support deductions.
- Processes payroll for Mt. Vernon office staff and completes required payroll reporting for taxes.
- Submits all billing for consumer services to DHS State of Illinois using state Mobius system.
- Submits all monthly billings and quarterly financial reports for several area Mental Health Boards and National funders.
- Prepares residential consumer's annual income tax returns.
- Assists Executive Director with yearly external audit and DHS state annual financial reports.

Administrative Coordinator

- Greets persons coming into office and directs them to the pertinent office or person.
- Operate multi line phone system and acts as office primary contact person by answering and transferring all incoming phone calls.
- Maintains administrative office files in an organized manner.
- Updates agency forms as requested.
- Makes photo copies and sends faxes for the agency as needed
- Prepares and sends mailings, brochures and newsletters, etc.
- Keeps a list of supplies needed and orders/picks up as necessary.
- Opens daily mail and distributes as required.
- Inventory – Tracks fixed assets and prepares depreciation schedule;
 - Keeps tags on fixed assets current
 - Inputs in fixed assets with tag number
- Update web site, Facebook, and Twitter pages.
- Performs other such duties related to the operation of the administration office as arises and/or assigned by the Executive Director.

MACHINES, EQUIPMENT, and WORK AIDS

Multiple line telephone system, computer/keyboard, postage scale, files, copy machine, shredder, hole punch, electronic calculator, and other office equipment

WORKING HOURS

Individual will work normal business hours which are currently M-F 8:30am-4:30pm.

QUALIFICATIONS:

- A minimum of Bachelor’s Degree in accounting or related field
- 3 years’ experience with QuickBooks, Excel and Word
- ROCS/Mobius systems experience a plus

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION:

NAME _____ TITLE _____ DATE _____

SUPERVISOR _____ TITLE _____ DATE _____

*Developed/Revised on 04/28/12 by Trudy L. Baxter, Interim Executive Director
Reviewed/Revised on 09/23/2019 by Trudy L. Baxter, Executive Director*