

# GULF COAST COMMUNITY FOUNDATION

## Position Description Finance Coordinator

**Reports to:** Knowledge Management Officer  
**Status:** Non-exempt

### **Job summary**

The Finance Coordinator performs fund accounting functions, including financial data entry and reconciliation; grant application processing and management; and financial communication coordination for donors, agencies, and fund representatives including quarterly, semi-annual, and annual information.

### **Essential duties and responsibilities**

Include but are not limited to the following:

- Serve as the main contact for grant suggestions from donor advisors
- Review and approve grant requests, communicate with donor advisors, and respond to their inquiries
- Process grant applications for discretionary, donor advised, field-of-interest, designated, and unrestricted funds in the FIMS database
  - Work with Gulf Coast staff, donors, and grantees to expedite payments
  - Ensure complete and accurate information for each grant and review coding for accuracy
  - Complete due diligence on all grantee organizations before processing
  - Verify fund balances and fund accounts for all grants
  - Ensure grants are processed according to pre-established procedures
  - Resolve problems related to grant administration in an effective and timely manner
  - Initiate donor fund distributions in a timely manner
  - Perform data entry; post to grant history, account payables, and general ledger; print checks; and export data from grant application to word processing software for grant letters that accompany checks
  - Monitor and track signed grant agreements
  - Oversee the mailing of grant checks and correspondence
- Implement changes to grant processing as recommended

- Receive, process, and acknowledge gifts to the Foundation
- Provide financial support, ad-hoc reporting, and research assistance to the Donor Services Team as needed
- Assist in the preparation of annual financial statement audit

**Qualifications**

- Commitment to Gulf Coast's values of service, integrity, and stewardship.
- Accurate, intelligent, strategic-thinker.
- Self-motivated and able to make solid and well-thought-out business decisions.
- Bachelor's degree and at least two years of experience working in banking, accounting, finance, or technology fields are preferred.
- Exceptionally strong computer skills including strong abilities with word processing and spreadsheet applications; presentation software; and database applications.
- Ability to understand and communicate the broad goals of Gulf Coast while remaining focused on the detail-oriented work and follow-through.
- Demonstrated experience working in a fast-paced environment.
- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.
- Commitment to the highest standards of service to internal and external customers.
- Ability to recognize confidential information and to handle appropriately.
- Enthusiastically live the mission, vision, and values of Gulf Coast Community Foundation.