Children’s Oncology Camp Foundation, Inc.

Job Description

**Job Title:** **Accounting Coordinator**

**Reports to:** Business Manager

**Job Description:** Assist Business Manager with issues related to COCF’s accounting, financial reporting, and budgetary needs.

**Job Classification:** This is an hourly, non-exempt, .5 FTE permanent position.

**Hourly Rate:** $10.00-$15.00 DOE

**Education & Qualifications:** Strong accounting background and experience including A/R, A/P, and end-of-year reconciliation. Non-profit experience is preferred and a minimum of 3 years in general business operations and accounting. Applicants should be highly organized with strong interpersonal and problem solving skills, able to work independently and as a team. Proficiency in Quickbooks, Microsoft Excel spreadsheet development, and other Microsoft Office applications.

**Key responsibilities include:**

* Accounting Duties
	+ Enter deposits into QB and take to bank
	+ Assist with yearly audit and 990 preparation
	+ Track gift/reward card check in/out and reconcile with QB
	+ A/P filing
	+ Reconcile merchant accounts to QB and bank statements monthly
	+ Reconcile bank checking account statements to QB monthly with Business Manager
	+ Reconcile donor database incomes to QB monthly, quarterly, and annually with Operations Coordinator
	+ Collect, record, and reconcile monthly staff credit card charges to QB
	+ Assist with preparation of annual budget and entering into QB
	+ Maintain monthly printing and postage spreadsheet and enter into QB
	+ Maintain organization of Accounting Records Room
	+ Assist with events and event accounting as needed with Admin team
* Office duties
	+ Help with phones and reception as needed
	+ Help with Camp travel days as needed
* Performance of other duties as necessary

Work Comp Code 9012- Clerical and sales employees are assigned to Code 9012