

# Community Oral Health Services

## Financial Services Coordinator

### Job Description

**Job Title: Financial Services Coordinator**

**Reports To:** Executive Director

**Prepared Date:** 7/16/08

### Summary

Develops and maintains records of all financial transactions and performs administrative functions by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Verifies, allocates, and posts all agency financial transactions with the direction of agency's accounting and contract payroll service providers.
- Compiles reports to show statistics such as cash receipts, collections, and earned grant revenue and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of agency.
- Summarizes and analyzes data from Quick Books program for the development of periodic financial statements with recommendations for Board and administrative staff use.
- Reconciles and balances mobile clinic cash drawers, patient's accounts receivable and grant reimbursements.
- Collects and reviews time cards and prepares time sheets for contracted payroll service. Reviews payroll reports for accuracy prior to distribution.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

#### Analytical

- Synthesizes complex or diverse information;
- Collects and researches data.
- Identifies and resolves problems in a timely manner;
- Gathers and analyzes information skillfully;
- Develops alternative solutions.
- Completes projects on time and budget.
- Shares expertise with others.

#### Oral and Written Communication

- Listens and gets clarification;
- Responds well to questions;
- Participates in meetings.
- Writes clearly and informatively;
- Presents numerical data effectively.

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## **Cost Consciousness**

- Works within approved budget;
- Develops and implements cost saving measures;
- Conserves organizational resources.

## **Organizational Support**

- Follows policies and procedures;
- Benefits organization through outside activities;
- Supports affirmative action and respects diversity.

## **Quality/Quantity**

- Demonstrates accuracy and thoroughness;
- Monitors own work to ensure quality.
- Strives to increase productivity.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest and percentages.

## **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

## **Computer Skills**

- To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

## **Certificates, Licenses, Registrations**

Current California Driver's license and clean driving record. Must be bondable.