



MoCo Arts Fiscal Coordinator Job Description

The Fiscal Coordinator at MoCo Arts is a member of the Management Team and is responsible for insuring accurate financial transactions and providing comprehensive fiscal oversight within the context of the mission of the organization. The job of Fiscal Coordinator is anticipated to be a 24 hour per week non-exempt position.

Responsible for the following:

- Processes and analyzes financial transactions.
 - Full cycle Accounts Receivable, including Collections and Billing.
 - Full cycle Accounts Payable, including selecting and paying bills, entering invoices and check requests.
 - Does the payroll, files federal and state payroll tax returns and computes related deposits.
 - Insure compliance with required hiring documentation
- Maintenance of accurate records of all financial activities of the organization.
 - Records assets, liabilities, revenues and expenditures and performs the monthly bank and credit card reconciliations.
 - Prepares monthly and yearly adjustments, accruals and completes closing process.
 - Analyzes and corrects current-period errors in the general ledger.
 - Maintains an accurate and current cash flow for the organization.
- Verification and validation of financial data and detailed analysis and preparation of reports
 - Assists the management team in the creation of annual budgets and reports, as well as assisting to set pricing.
 - Timely creation of periodic financial reports and detailed statements for review by management and the board.
 - Serve as the staff representative to the Finance Committee and present the financials at monthly Board meetings
- Any other responsibilities as needed and appropriate to the position.

Requirements for this Position:

- Proficiency with Microsoft Office and Quickbooks is required; familiarity with Mind Body Online software is preferred.
- At least 4 years of continuous service as a bookkeeper
- Associates degree or Certificate in Finance/Accounting, or relevant work experience