Job Title: Finance Coordinator
Department: Finance
Reports To: Director of Finance and Accounting
Position Classification: Exempt – E01
Approved Date: 07/03/2023

Position Summary:
This position performs administrative activities related to finance and accounting. The primary responsibilities will be maintaining project management, financial records, maintaining, and processing banking information, and preparing reports for internal and external clients. This position collaborates closely with the Director of Finance and the Accounting Department in providing financial information to staff, board of directors, and external partners.

Essential Job Duties/Responsibilities:
- Setup/maintain all bank accounts, first point of contact for banks, manage the online system.
- Complete multiple monthly bank reconciliations
- Manage and maintain accountability for credit cards and other gift cards used within the organization.
- Provide information related to credit inquiries.
- Submit financial information to third party online systems.
- Maintain online reporting systems for HUD, entity registrations and renewals, sales tax, trade names and property and use tax, etc.
- Timely and consistent distribution of financial data as per established requirements.
- Create and implement a sustainable project management system process.
- Assist with coordinating and scheduling multiple audits and various projects as required.

Other Job Duties:
- Offers administrative assistance to the Director of Finance and Accounting, encompassing tasks such as bid management, document review, audit preparation, and maintenance of financial documents, including upkeep of online filing systems, as necessary.
- Distribute financial statements to various internal and external customers.
- Broad scope of project management, organize and manage various parts of projects.
- Create calendars for accounting, budget, and other deadlines.
- Attend staff meetings and other meetings as identified.
- Other duties as assigned.

Supervisory Duties:
- None

Knowledge, Skills, and Abilities:
- A working knowledge of generally accepted accounting standards and procedures, proficient in online reporting systems, understanding of money and finance.
- Possess the mathematical ability to complete required calculations and troubleshoot balancing problems.
- The ability to demonstrate a high degree of ethics, integrity, discretion, and confidentiality.
• Strong organizational skills and the ability to demonstrate excellent attention to detail are critical for success in this position.
• Must possess the ability to establish and maintain effective working relationships with all levels of personnel within LHA and the public, as well as communicate and interact in a positive, professional manner.
• Experience with computerized accounting systems and Microsoft Office Suite software, including the ability to create and maintain Excel spreadsheets.
• Within the scope of assigned authority, exercise initiative, sound judgement, and make business decisions.
• Proficient in independently managing tasks while also thriving in collaborative team environments.
• Contribute to advancing the goals of the Loveland Housing Authority and Finance Department through the delivery of exemplary customer service, fostering robust interpersonal capabilities, and nurturing constructive professional connections.

Organizational Competencies Required:

<table>
<thead>
<tr>
<th>Teamwork</th>
<th>Positive attitude</th>
<th>Integrity</th>
<th>Change maker</th>
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</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td>Attention to detail</td>
<td>Active listening</td>
<td>Responsiveness</td>
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<tr>
<td>Professionalism</td>
<td>Organizational skills</td>
<td>Trust</td>
<td>Innovator</td>
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<tr>
<td>Problem-solver</td>
<td>Analytical thinking</td>
<td>Communication</td>
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Job Specific Competencies:

Adaptability  Job Expertise  Accuracy  Multitasking  Show Initiative  Work independently

Education and/or Experience Required/Preferred:

• Formal training in finance and/or accounting or related field with course work in accounting is required, a bachelor’s degree is highly preferred.
• A minimum of 2 years in a finance or accounting support role. Experience must be within the last 5 years.
• Proficient in Microsoft 365 software products, with expertise in Excel and SharePoint.
• Prefer experience in data analytics and platforms like Power BI, Tableau, Looker, etc.
• Knowledge and adaptability in using multiple software applications.
• An equivalent combination of relevant education and experience (within the last 5 years) may be considered.

Driver’s License and Background Check:

• Must possess and maintain a valid Colorado Driver’s License with acceptable driving record (no major violations within the past three years) and be insurable through Loveland Housing Authority insurance carriers.
• Acceptable criminal history, credit check and motor vehicle background check are required.

Working Environment:

Work is performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently.

This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this role.