



## Finance Coordinator

**TITLE:** Finance Coordinator

**STARTING SALARY:** Dependent on experience.

**FLSA Status:** Exempt

**TRAVEL:** Occasional

**HEALTH BENEFITS:** Available, as appropriate to applicant.

### **SUMMARY OF POSITION:**

The Finance Coordinator is responsible for all areas relating to financial reporting. This position is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. Must address tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. Must possess strong interpersonal communication skills both written and verbal.

### **ORGANIZATIONAL RELATIONSHIPS:**

**Reports to:** Executive Director

**Directs:** Accounting Specialist

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for both accounts payable and receivable for CATRAC.
- Maintain full bookkeeping records for CATRAC.
- Management of budgets for each contract in QuickBooks.
- Monitors compliance with CATRAC procurement policies.
- Obtain approval for payment of invoices.
- Coordinates agreements and financial contracts with outside agencies.
- Responsible for all deposits, transfers and movement of funds.
- Coordinate payments for EMTF deployments.
- Coordinates with CPA as necessary for audits and submission of IRS forms.
- Supply financial statements on a monthly basis and/or as required.
- Supply expenditure reports to the Texas Department of Health in support of the contracts.

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Responds To After Hour Emergencies In An Appropriate And Timely Manner.
- Make RAC members and the public feel respected and welcome.
- Maintain patient, hospital and EMS agency confidentiality.
- Contribute to and participate in team and individual efforts to improve the quality of services.
- Show initiative and judgment in controlling the utilization of resources and fiscal responsibility.
- Attend all mandatory in-services.
- Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business and at all times.
- Must strictly adhere to compliance policies and legal requirements as a condition of employment.
- Attend all necessary meetings and in-services.
- Assign accounting work duties to the Accounting Specialist.



- Other duties as assigned.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

- Must be a person of unquestionable integrity, tact and discretion.
- Ability to establish and maintain effective working relationships with other employees, healthcare partners, EMS providers, vendors, auditors, CPA's, attorneys and the general public.
- Knowledge of and ability to apply Generally Accepted Accounting Principles with specific emphasis on government grant fund accounting.
- Knowledge of budgeting procedures and formats.
- Must have excellent communication skills, both oral and written.
- Must operate a calculator (10-key) by touch.
- Must be proficient in Microsoft Excel, Word, and Outlook and QuickBooks.
- Must be familiar with use of internet for online transactions and for research.
- Ability to multi-task and meet regular and emergency deadlines as needed to accomplish tasks.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Bachelor's Degree in Business with an emphasis in Accounting. CPA desired. Or 10 years of experience in bookkeeping at a medium-sized organization.

At least five years of experience with financial management, reporting and general ledger preparation. Must be PC proficient and able to thrive in a fast-paced setting. Must have strong experience with QuickBooks, Excel and Word. Prefer non-profit experience.

Government grant accounting management is preferred.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, and 100 within one (1) year of employment if training was not completed prior to employment.

### **TYPICAL PHYSICAL DEMANDS**

Works in indoor and outdoor environments in all types of conditions, temperatures, and weather. Must possess physical health including the ability to lift and move items related to the position. Must be able to travel and participate in appropriate state agency meetings, conferences, regional exercises and real events. Function in designated positions in the Emergency Operations Center and/or Medical Operations Center as needed during events and exercises. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours.



## **CERTIFICATE AND LICENSE REQUIREMENTS:**

Must possess a valid Texas driver's license.

## **CONFIDENTIALITY OF INFORMATION AND CODE OF CONDUCT:**

**Confidentiality of Information:** Employee protects and safeguards the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business "need to know". Confidential information includes the following:

Patient information-protected health information (PHI)  
Administrative information  
Financial information  
Human resources information and Payroll information

**Code of Conduct:** Employee follows the CATRAC Code of conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

1. **Legal compliance:** comply with federal/state laws
2. **Business Ethics:** accurately and honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the DSHS fiscal responsibility video.
3. **Confidentiality:** protect confidential information.
4. **Conflict of Interest:** do not use position to profit personally.
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
6. **Protection of Assets:** preserve assets by using resources prudently and effectively
7. **Patient Rights:** respect and support patient rights to privacy and treatment

Non-essential functions:

- Serve as a role model and resource person through individual accountability
- Serve on key community committees to promote communication with the EMS/Trauma System and to participate in problem solving. Recognize issues that have administrative implications and collaborate to problem solve.
- Performs other duties as assigned

**Service Excellence Criteria:**

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
  
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems/unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs/seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.