

**PASTORAL COUNSELING SERVICES
JOB DESCRIPTION
COORDINATOR OF ADMINISTRATION/FINANCE**

Reports to: Executive Director

Position Summary:

The Coordinator of Administration/Finance oversees the financial management of the agency and manages the administrative assistant(s). This position also develops monthly and yearly reports as needed by PCS. The position requires 32 hours/week.

- This position is responsible for the professional and efficient managing of all office functions, including accounts receivable and accounts payable functions; as well as payroll and all related functions. The Director of Administrative/Financial Services is also responsible for the supervision of the Administrative Assistant.
 - FLSA Status: Exempt
 - Supervisory Responsibilities: Yes
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ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Performs Accounts Receivable duties:
 - Develops and implements administrative practices to ensure accurate and timely billing of services provided.
 - Ensures accurate and timely accounting of receivables.
 - Provides management team with necessary billing and receivable reports
 - Follows up, in a timely manner, all insurance denials and informs staff of the status of claims.
 - Maintains knowledge of state and federal insurance regulations.
 - Maintains knowledge of insurance payors rules and assures that staff are aware of requirements.
 - Prepares timely client statements, and staff reports.
2. Performs Accounts Payable duties:
 - Creates new vendor records
 - Maintains an organized list of vendors
 - Assesses cash flow to allow for vendor payment
 - Maintains accurate bank account balances
3. Performs Payroll Related duties:
 - Calculates receivables to accurately produce employee payroll.
 - Ensures accurate and timely payment of payroll related tax deposits.
 - Ensures that all payroll-related employee information is current and accurate.
 - Maintains employee payroll liability accounts and reimbursements as necessary
 - Prepares payroll related reports accurately

4. Budget and Finance

- Developing and managing the budget
- Keeping the Board of Directors informed regarding PCS's financial position
- Supervising financial management and financial reporting

OTHER RESPONSIBILITIES:

- Maintains a thorough working knowledge of and adheres to organization/project policies, regulations and procedures.
- Keeps fellow directors well-informed of activities, results of efforts and problems identified/potential problems; recommends corrective actions.
- Respects confidentiality in discussing participant/consumer, staff, volunteers and organizational matters.
- Maintains confidentiality of organization fiscal and personnel related information.
- Exhibits genuine concern for participants and always conducts oneself appropriately and professionally.
- Performs all functions within legal and ethical guidelines, particularly federal and state billing guidelines.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's degree or equivalent
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Knowledge of customer service principles and practices
- 5 years minimum experience

Computer Skills:

To perform this job successfully, an individual must have knowledge of: Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word; Windows Operating System, Therapist Helper, Quickbooks.