

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Finance Coordinator

**Location:** 20 N. Swinton Ave

**Reports to:**  
**Title:** Finance and Operations Director

**Level/Grade:**

**Pay Range:**  
\$45,000-\$64,000

**Type of position:**

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

**Hours: 40/week**

- ☒ Exempt
- ☐ Nonexempt

### General Description:

This is a responsible, detail-oriented position that performs a broad range of services related to fiscal activities. Includes bookkeeping in QuickBook, payroll processing, rental property accounting, management and maintenance of financial files, information and data processing, reproduction, distribution, telecommunications and various tasks as assigned.

### Duties & Responsibilities:

- Provides administrative and financial assistance to the Finance and Operations Director on all matters
- Maintains excel accounting schedules and records as needed
- Performs Accounts Payable duties including payment confirmations, document compliance, invoice posting and bank deposits
- Processes bi-monthly payroll
- Provides Human Resource functions
- Assist with Financial Audit
- Maintains agreements and contracts (paper and electronic)
- Grant administration which includes applications, workshops and reports
- Processes letters, forms, reports, schedules, manuals, booklets, purchase orders and related paperwork. Retrieves data for reports

### Education, Skills & Experience Requirements:

- Two years college or high school graduate with a minimum of five (5) year's experience of accounting
- Ability to communicate both orally and written
- Knowledge of MS Office Systems
- Knowledge of mathematics and computations
- **QuickBooks experience a must**

**Reviewed by:**

**Title: Finance and Operations Director & Executive Director**

**Approved by:**

**Title: Finance and Operations Director & Executive Director**