

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:
\$66,000-\$78,000

Type of position:

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

Hours: 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

This is a complex and technical position that performs a broad range of services related to fiscal activities, such as, bookkeeping in QuickBooks, payroll processing, rental property accounting, management and maintenance of financial files, processing financial transactions, and preparing financial statements and reports in accordance with general accounting principles, assisting with the oversight of various contract requirements and overall operations of the CRA. This position is not clerical in nature and requires independent judgment and decision making.

Duties & Responsibilities:

- Provides administrative, accounting, and finance support as assigned by supervisor
- Performs Accounts Payable duties including payment confirmations, document compliance, invoice posting and bank deposits
- Assists with preparing and maintaining Excel accounting schedules and records as needed
- Assists with maintaining and reconciling financial records and reports
- Assist with overseeing and implementing CRA Funding Assistance Programs, including but not limited to intake processes, program administration, and closeout.
- Oversees record retention, maintains physical and digital financial records including creating vendor form, tracking timelines, performance and deliverables.
- Inputs Purchase Order into QuickBooks and assists with processing payments
- Assist with managing property lease agreements, including assisting with tenant selection processes, compliance with terms, collecting and processing rent payments
- Administrative responsibilities relating to condominium associations including board administration, timely collection of dues and fees.
- Assist with reviewing and processing quarterly reports relating to property agreements, City ILA's, and other deliverables relating to agreements.
- Assist with processing bi-monthly payroll
- Assists with annual financial audit
- Other duties as needed and as assigned

Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university in Finance, Accounting, or a related field **and** two (2) years of relevant experience in accounting or maintaining financial records, **or** an equivalent combination of education and experience beyond a high school diploma. Government or public sector experience is preferred
- Excellent oral and written communication skills with the ability to effectively communicate with internal and external parties
- Strong organizational skills with attention to detail
- Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines efficiently and effectively with minimal direction
- Strong interpersonal skills with the ability to develop and maintain excellent rapport, and cooperative and courteous relationships with supervisor, co-workers, public officials, city representatives, partner organizations, stakeholders, vendors, businesses, and the general public
- **Knowledge of and experience with QuickBooks is required**
- Knowledge of MS Office Systems and Office Suites (Word, Excel, Outlook, Access, Publisher)
- Ability to maintain complex financial and accounting records and gather, analyze data, and prepare reports
- Ability to identify and correct errors in reconciliations and reports
- Knowledge of accounting principles and procedures
- Knowledge of laws, regulations, and practices governing area of assignment
- Must have a valid driver's license and reliable vehicle

Approved by:
Title: Executive Director

Updated 5/15/2025