



Finance Coordinator

FTE 100% w/ benefits

Pay range: \$55,000 - \$65,000

Common Power has an exciting opportunity for a Finance Coordinator to join our team! This position supports and assists the overall day-to-day management of Common Power's finance and office administration.

Common Power is committed to being a welcoming community that exhibits and enacts the values of a just and inclusive society. We are looking for candidates who will both enhance our representational diversity and contribute to bettering our democracy. We seek a strong candidate who has experience with, knowledge of, and sensitivity to next-generation leaders from culturally diverse and underrepresented communities.

Position Overview:

The Finance Coordinator will assist in overseeing, coordinating, and administering the financial records, systems, and processes of Common Power, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance, and all related financial and office administrative tasks.

In order to provide and ensure consistent, timely, and accurate financial management, the Finance Coordinator will work closely and cooperatively with the Operations Manager and the Executive Leadership Team in Common Power. They will assist in ensuring compliance with all applicable regulatory, policy, and legal requirements, and to assist in securing and maintaining the long-term financial viability and stability of Common Power.

Duties & Responsibilities

- Administer and coordinate all financial systems and processes of Common Power, including general ledgers, internal accounts, accounts payable & receivable, payroll, budget monitoring, and other financial systems and processes as required.
- Monitor and record all cash disbursements, expenditures, and receipts of Common Power, ensuring timely, effective, and accurate record-keeping
- Ensure appropriate policies procedures, and processes with respect to financial transactions (including but not limited to check requisitions and related authorization, budgetary expenditures, pay, and benefits) are followed
- Assist and support Operations Manager along with Executive Leadership with respect to financial matters, systems, and processes related to Common Power's operations
- Ensure all Common Power departments are providing timely, accurate, and appropriate financial reporting and remittances, including invoices, cash reports, and all other relevant financial information and records
- Provide timely and accurate adherence to all statutory, regulatory, and policy regimes with respect to financial and related matters (including but not limited to tax remittance and insurance requirements)

- Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and year-end working documents
- Provide regular reports on all Common Power financial activities as required and directed by Executive Leadership, in all departments and areas, including but not limited to bank balances, cash flow reports accounts payable and receivable reports and operational financial statements
- Maintain the confidentiality of all Common Power's financial business and other private information and records

Minimum Qualifications

- Confidence and knowledge of Quickbooks Accounting software and financial systems and reporting
- Any professional accounting certification, designation, or equivalent education
- In-depth knowledge of accounting principles of startups and non-profit organizations with strong computing skills (Word and Excel processes)
- Ability to accurately analyze, interpret, summarize and present financial information

Application Instructions

Common Power is actively working to be as inclusive a place to work as the democracy we are working to build. This starts with our application process and what we ask of candidates to achieve as diverse an application pool as possible. Therefore, along with a current resume, **please choose one of the following three options:**

- Written cover letter outlining your fit and interest in the position (limit one page)
- Audio file outlining your fit and interest in the position (limit 2 minutes)
- Video file outlining your fit and interest in the position (limit 2 minutes)

All material should be labeled with the applicant's name and sent as attachments or links to:

joinus@commonpower.org. Any questions, please contact Larcy Douglas, Director at Common Power at larcy@commonpower.org