



Position Description

Position: Part-Time Finance Coordinator

Reports to: Vice President of Finance

Purpose: The Sexual Assault Center (SAC) is seeking an experienced Part-time Finance Coordinator to join our team. This position is responsible for ensuring that all Finance Coordinator responsibilities are handled properly and follow all financial regulations, grant requirements, and decisions are made with a full understanding of the financial impact on the agency. This is the ideal opportunity for a candidate who values a service-oriented and people-centric workplace.

Job Responsibilities:

Accounts Receivable

- Enter Clinical and Development deposits in QuickBooks (QB)
- Verify all Clinical credit card deposits and fees and entered into QB
- Enter all ACH payments into QB (from State of TN, donors, and any other entities)
- Reconcile all deposits with QB and bank statement
- Work with Development Team to reconcile Direct Public Support contributions with QB and Network for Good

Accounts Payable

- Enter all invoices and check requests in QB
- Prepare checks and backup documentation in QB for printing, signing, and distributing
- Pay credit card accounts and post credit card entry in QB with all related documentation
- Process monthly ACH payments to various vendors

Financial Management

- Reconcile and audit balance sheet accounts quarterly
- Assist Vice President of Finance in fiscal year closing
- Assist Vice President of Finance with annual financial audit
- Support staff in following financial processes

Skills and Abilities:

- Detail-oriented and excellent organizational skills
- Ability to effectively multitask
- Excellent written and verbal communication skills
- Stable under pressure
- Ability to set and manage priorities

Required Experience:

- Proficient in QuickBooks (at least one year experience)
- Proficient in Microsoft Office/365 applications (Teams, Word, Excel, and Outlook).

Preferred Experience:

- Prior experience in Health Care or related fields

Educational Requirements:

- Bachelor's degree in finance, accounting, or related fields
- OR an equivalent combination of education, training, and experience

Job Type:

- Part-time
- Hourly rate of \$22.00 per hour.

Benefits:

- Professional Development Assistance
- Paid Time Off

Schedule and Work Location:

- Monday to Friday (25 hours per week)
- Hybrid - 3 days in-office/2 days home
- Office Location: 101 French Landing Drive, Nashville, TN

How to Apply:

Please submit your cover letter and resume to humanresources@sacenter.org

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SAC is an Equal Employment Opportunity employer.*