



Lake Erie Nature & Science Center

Job Posting: Finance Coordinator, full time

Position Summary:

Lake Erie Nature & Science Center (the Center), a nonprofit organization providing educational programs for children, families, and students, is seeking a Finance Coordinator to lead accounting functions. Responsibilities include day to day accounting functions, financial reporting, accounts payable, accounts receivable, payroll, banking, weekly and monthly budget to actual reporting, and related administration. Banking, accounting, or finance experience required. Fund accounting experience is preferred. Candidates must have excellent computer literacy, and the ability to accurately record and report numbers. The Finance Coordinator requires 40+ hours per week Monday through Friday with occasional evenings and weekends.

Responsibilities:

Financial: 85%

1. Handle fund accounting activities including accounts payable, accounts receivable, weekly deposits, and payroll
2. Reconcile entries, bank accounts, and other balance sheet accounts each month
3. Monitor and project cash flow on several funds
4. Generate financial reports at least monthly, with frequent detailed reports as needed
5. Lead budgeting process and ongoing forecasting for operating, capital and special projects in support of managers and departments
6. Support annual audit with reports and meetings with auditors
7. Complete financial filings and data reports annually for state registration and grants
8. Conduct special accounting studies and analyses as required and provide recommendations.
9. Maintain vendor relationships, obtain quotes, negotiate, and maintain service contracts including utilities
10. Serve as a resource person to management in all matters relating to fund accounting, general accounting, financial reports, and income and expense tracking.
11. Maintain financial records and administration files

Personnel Administration: 10%

1. Administer organizational insurance policies and employee benefits including health, insurance, workers' compensation and claims, and COBRA
2. Facilitate personnel onboarding and exit procedures

General Administration: 5%

1. Keep, maintain and update all administrative and official organization documents



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2. Maintain office equipment and contracts including copier and telecommunications, and train staff to use equipment
3. Participate in staff development
4. Other tasks as assigned

Qualifications:

- Experience in banking, finance, or accounting required; fund accounting experience preferred
- Ability to organize and prioritize multiple assignments and activities
- High level of respect for confidentiality of the organization, its employees, volunteers and guests
- Accuracy, attention to detail, excellent organizational skills, time management proficiency, and professional conduct
- Demonstrated ability to solve complex accounting issues, think strategically, and apply critical thinking skills
- Commitment to consistently present a positive image for Lake Erie Nature & Science Center and for the informal science profession
- Demonstrated ability to use good judgment and take initiative as well as ability to work as part of a team
- Computer literacy and proficiency with Microsoft Office software and non-profit accounting software
- Bachelor's degree or higher in related field

Organization:

Lake Erie Nature & Science Center is a nonprofit organization providing children, families and students with engaging informal science programs. The Center serves more than 165,000 people each year from throughout Northern Ohio with a \$1.6 million operating budget. The Center offers a distinct blend of early childhood programs, school field trips, scout programs, planetarium programs, seasonal family events, wildlife rehabilitation and education services, and natural history exhibits. It is home to the only wildlife rehabilitation facility in Cuyahoga County, one of two public access planetariums in Cleveland, and a beautiful park setting near Lake Erie. Lake Erie Nature & Science Center is funded by private donations, program fees, and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

Application:

Send cover letter and resume to jobs@lensc.org with the subject line "Finance Coordinator" by October 18, 2019.

Lake Erie Nature & Science Center is an equal opportunity employer.

Lake Erie Nature & Science Center, 28728 Wolf Road, Bay Village, Ohio 44140 www.lensc.org