



**Make-A-Wish® Metro New York and Western New York**  
**FINANCE COORDINATOR**

<b>Name:</b>	
<b>Job title:</b> Finance Coordinator	<b>Location:</b> Lake Success Office
<b>Reports to:</b> Manager, Finance	
<b>Supervisory Responsibilities:</b> N/A	
<b>Type of position:</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**Finance Coordinator – Position Overview**

Make-A-Wish seeks a Finance Coordinator who possesses the ability to work autonomously with strong prioritizing and organizational skills and pays exceptional attention to detail. Solid team player who provides stellar customer service in a professional and pleasant manner. Must be computer proficient with experience in Microsoft Excel. Financial Edge and Raiser’s Edge experience a plus.

**Responsibilities:**

**General and Accounting:**

- Coding of all invoices and requests for payments related to direct wish costs including: Wish Child Project Codes, Wish Date, Account Code, Transaction Code and Raiser’s Edge Budget Entry
- Processing Wish Assist invoicing and bill to appropriate chapter with backup.
- Prepare all In-kind for the Wishgranting department to be entered into the Raiser’s Edge database
- Committing daily post over of batches from Raisers Edge to Financial Edge.
- Enter all coding for Visa Bill on a weekly basis and ensure proper backup is provided.
- Closing out wish files with Project (Wish Child) report.
- Bank Reconciliations.
- Back up to Finance Manager.
- Accounting duties as assigned.



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**Office Administration:**

- Maintain All Accounts Payable files and assist in accounts payable audit requests.
- Reconciliation of Raiser's Edge and Financial Edge.
- Administrative duties for the Finance Department to include mailing of checks and overnight deliveries.

**Qualifications:**

- Associate or Bachelor's degree.
- Previous administrative work experience in an office environment particularly in accounting.
- Commitment to and a passion for the mission of the Make-A-Wish Foundation
- Proficient in Microsoft Excel.

**How to Apply**

Please email a resume and cover letter *with* salary requirements to [info@metrony.wish.org](mailto:info@metrony.wish.org) by Wednesday, March 22, 2017. Applications without a cover letter will not be considered.