



**Make-A-Wish® Metro New York and Western New York
Finance Coordinator**

Job Title: Finance Coordinator	Location: Lake Success, NY
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Reports to: Manager, Finance

Supervisory Responsibilities: N/A

Type of position:	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt

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.

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.



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Qualifications:

- Previous administrative work experience in an office environment.
- High level of attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Excel required.
- Experience in Raiser's Edge and/or Financial Edge preferred.
- Commitment to and passion for the mission of the Make-A-Wish Foundation

Essential Education & Experience:

- Associate's degree required. Bachelor's degree preferred in Finance or Accounting.
- 2-5 years of experience in accounting, bookkeeping or finance.

Physical Demands:

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- Physical Demands: While performing this job employees may occasionally require to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
- Work Environment: While performing this job employee is exposed to weather prevalent at the time with varying noise levels.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

How to Apply

Please email a resume and cover letter *with* salary requirements to info@metrony.wish.org by Friday, May 12, 2017. Applications without a cover letter will not be considered.