

**American Red Cross Illinois Capital Area Chapter**  
*Job Description*

**Job Title:** Coordinator, Accounting  
**Reports to:** Director, Chapter Operations and Response  
**FLSA Status:** Volunteer  
**Approved by:** Colleen Stone  
**Approved Date:** 1-07

**SUMMARY:**

Coordinator is primarily responsible for assisting in accounting duties listed below and such as cash deposits, bank reconciliation, financial statement preparation, financial analysis, accounts receivable collection, accounts payable processing, Coordinator maintains active and positive relationship with other departments, staff and volunteers, and supports Director, Chapter Operations and Response in nurturing a healthy and professional working environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the daily, weekly, or monthly processing of accounts payable.
- Assists with monthly financial statement preparation and analysis
- Performs monthly bank reconciliation
- Performs monthly sub ledger maintenance
- Responsible for accounts receivable collection
- Works effectively with other departments to ensure delivery of information requested
- Supports Director, Chapter Operation and Response in all meetings (finance and audit), building and maintaining strategic relationships and contacts, and assessing new opportunities for organizational and program growth.
- Assists Director, Chapter Operation and Response with administrative activities of the department, coordinating the development and implementation of operational policies, procedures and improved information systems.
- Responsible for compiling all statistical data for programs on a monthly basis as instructed by Director, Chapter Operation and Response.
- Assist with tasks otherwise assigned by supervisor.

**SKILL REQUIREMENTS:**

- Excellent interpersonal, organizational, and time management skills.
- Basic Accounting skills.
- Possess self-motivation and the ability to work effectively in deadline and pressure situations.

- Proven management ability.
- Ability to work in a team setting with much flexibility.
- Ability to analyze and assess program feasibility.
- Ability to ascertain instructions given in writing or verbally.
- Ability to manage and organize multiple tasks.
- Working knowledge of Microsoft Office programs.

**EDUCATION and/or EXPERIENCE:**

Successful completion of entry level accounting course with obtaining a “C” or better grade. Basic Accounting practices helpful.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current driver’s license. Appropriate clearance of criminal background check.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the volunteer is regularly required to talk or hear. The volunteer frequently is required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.