

# JOB POSTING

**The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position**

## **Finance Coordinator-ECEDC**

**We are a faith-based organization, Empowering Children and Families to  
experience the transforming love of Christ through wholistic care.**

### **SUMMARY**

The Finance Coordinator position provides administrative and financial support for the Early Childhood Education Development Center (ECEDC). This position processes all financial and attendance transactions in the ProCare software system. The range of duties will include analysis of accounts receivables, answer phone calls, maintain daily attendance and processes all child applications and child care payments in the system. The Finance Coordinator is a key position and first contact for prospective parents throughout the application process. This position is responsible for weekly reporting of accounts receivable and reconciling attendance with billing records.

### **EDUCATION**

- High School Diploma
- Any combination of higher education at the Associate's Degree or above or practical accounting experience that will provide the required knowledge, skills and abilities to perform the role.

### **QUALIFICATIONS**

- Experience with Procure software preferred.
- Accounting knowledge and skills related to processing accounts receivable.
- Proficient in Microsoft Office programs.
- Excellent analytical skills and demonstrated written and oral communication skills.
- Strong attention to detail and reporting.
- Excellent interpersonal skills, public relation skills and telephone manner.
- Minimum of 1 year related work experience, preferably in child care or school setting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enter transactions in the Accounts Receivable Procure Software system
- Processes billing on a daily basis
- Maintains the Procure software database
- Audit and reconcile attendance and billing records on a weekly basis
- Prepare reporting for management and Finance weekly, highlighting any exceptions
- Accept proper payment from parents and make transfers to the Finance office
- Provide assistance to parents on use of the Tuition Express payment system
- Follows up with prospective parents regarding enrollment and administers the admission processes, including tours of the center
- Maintains and enters all enrollment forms into the system
- Ensure accurate entry of student attendance in the system
- Works with Finance department in liaison with the ECEDC department
- Assist with additional projects as considered necessary
- Reception backup and answer phones

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational

**If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources**

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qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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