Finance Coordinator

Description:

The Finance Coordinator is primarily responsible for organizing the team finances, in collaboration with the Local Program Coordinator (LPC), the Finance Coordinator will write the annual budget to anticipate fundraising needs, and ensuring the team is in alignment with Special Olympics Idaho (SOID) financial policies and procedures. Working directly with the LPC and as a part of the Local Program Management Team (LPMT), this position requires the ability to work effectively with many types of people and manage multiple priorities simultaneously. This is a volunteer position requiring excellent self-motivation skills and the ability to work independently and on a team. The Finance Coordinator works under the supervision of the LPC.

Responsibilities:

- Develop an End of the Year Annual Budget for the upcoming year, to anticipate fundraising needs. Budgets are reviewed by LPMT and approved by the LPC by the end of each year.
- Must develop an understanding of SOID’s financial procedures and policies and ensure the team adheres to the proper protocol.
- Monitor team expenditures to ensure they are within the approved team budget guidelines.
- Become familiar with SOIDs financial paperwork, such as the Income Transmittal Form and the Advance Reconciliation Form.
- Receive donations and photocopy fundraising checks and paperwork for team records.
- Keep separate “accounts” for each sports-specific team that includes money raised by that team and expenditures of that team (for larger teams).
- Monitor weekly Finance Report prepared by SOID.
- Physically count all monies raised by the team and forward to team account, managed by SOID.
- Issue receipts as necessary.
- Adhere to Special Olympics Idaho and Special Olympics International policies and procedures.
- Attend and participate in Local Program Management Team meetings.
- Assume other related responsibilities as assigned by the LPCs.
Requirements:

• A commitment to the Special Olympics Idaho mission
• Knowledge of finance management and budgeting
• Excellent organizational skills
• Experience working/volunteering with persons with disabilities
• Previous experience with Special Olympics desired
• Excellent time management skills and the ability to multi-task
• Must be practiced and enjoy working with a group of diverse personalities
• Must provide own transportation to Special Olympics events and meetings
• Must represent Special Olympics Idaho in a professional manner
• Complete and pass all Class A volunteer paperwork including background check

Commitment Expected:

This is a year-round volunteer position. The Finance Coordinator must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position, please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.