



Position Title: Finances Coordinator

Reports to: Deputy Director

Location: Venice, CA

Status: Exempt (salaried) employee

Hours: 40 hours per week

Summary: Safe Place for Youth (SPY) provides critical resources and a caring connection to homeless and at-risk youth ages 12-25. Trauma-informed care, positive youth development and low-barrier programs offered at SPY's Drop-In Center are seen as a first step to engage youth experiencing or at-risk of homelessness into a continuum of supportive services. Since it was founded in 2011, SPY has been growing steadily and is now the leading service provider for homeless youth in West Los Angeles.

The Finances Coordinator will be responsible for managing all of the organization's finances. This includes validating and preparing accounts payable and receivable transactions, ensuring prompt payment of invoices, and developing and maintaining a comprehensive financial filing system. The incumbent will also collaborate with the Senior Leadership Team to analyze department finances and assist in developing budgets that will minimize the organization's costs.

Responsibilities:

- Enter and balance accounts receivable and payable transactions on a daily basis.
- Track all incoming revenue and make deposits to bank/fiscal sponsor.
- Monitor credit card charges, payment discrepancies, refunds, returns, etc.
- Maintain orderly financial filing system (electronic and paper)
- Reconcile department accounts monthly and prepare requested reports.
- Manage, track and generate reports related to all government contracts and grants.
- Invoicing for government contracts
- Act as the primary liaison with the Finance Team of Community Partners (fiscal sponsor of the organization).
- Perform a variety of advanced financial analyses to determine present and forecasted financial health of the organization.
- Use financial modeling to simulate financial scenarios and present potential scenarios and outcomes to the Senior Leadership Team.
- Ensure that sufficient funds are available to meet ongoing operational needs.
- Maintain banking relationships.
- Develop or recommend solutions for financial problems or situations.
- Engage in ongoing cost reduction analyses in all areas of the organization.
- Create and maintain financial coding systems and forms
- Train staff on financial-related policies and procedures

- Evaluate current financial policies and procedures
- Perform administrative tasks related to finances including photocopying documents, distribute reports, filing, and mailing documents.
- Other Duties as assigned.

Job Qualifications and Required Experience:

- Bachelor's Degree in Finance, Accounting or related field required
- Atleast 2-3 years of experience in a relevant financial position
- A commitment to and passion for the mission, vision, values and culture of Safe Place for Youth.
- Ability to present results of analyses
- Understanding of grant management in order to monitor allocations
- Demonstrate critical thinking skills
- Able to work on multiple projects simultaneously
- Strong communication skills (both written and verbal)
- Strong computer/database skills and proficiency with Microsoft Office
- Excellent interpersonal skills
- Attention to detail
- Must have reliable transportation and possess a valid California driver's license and proof of insurance
- Ability to successfully pass a Live Scan background check after receiving an offer of employment
- Prior non profit accounting experience preferred

Salary: DOE

TO APPLY:

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position and why they are passionate about Safe Place for Youth's mission to rachels@safeplaceforyouth.org with the subject title "Finances Coordinator"

Safe Place for Youth, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.