



## Financial Coordinator / Assistant

**REPORTS TO**

Executive Director of Finance / IT

**LOCATION**

Colchester, Vermont

**TYPE**

Part Time – Up to 20 hours weekly

**FLSA STATUS**

Non-Exempt

**SALARY RANGE**

\$30 - \$37 an hour

**BENEFITS**

Monthly Tuning

**SUMMARY / OBJECTIVE**

The Financial Coordinator will work closely with and support the Executive Director of Finance & IT, serving as a key liaison for our external bookkeeper and accountant. This role is responsible for ensuring smooth day-to-day financial operations, maintaining accurate records, facilitating payments, and keeping financial systems aligned and efficient.

We are seeking an individual who is technology-driven, curious by nature, and eager to problem-solve. The right candidate will thrive in the “gray areas” of finance—someone who can think critically, explore solutions creatively, and adapt to evolving systems rather than operating only in rigid black-and-white processes. This position offers opportunities for professional growth, including system improvements, financial analysis, and cross-functional support in HR and operations.

**RESPONSIBILITIES / DUTIES****Financial Coordination & Support**

- Collaborate with the Executive Director of Finance & IT, bookkeeper, and accountant
- Review and code invoices, facilitate payments, and maintain accurate financial records
- Reconcile transactions across QuickBooks Online, Bill.com, PayPal, and bank accounts
- Perform QA on monthly reconciliations prepared by the bookkeeper
- Pay invoices associated with accounts payable and ensure correct account coding
- Assist with the monthly and quarterly close process
- Serve as the primary liaison for financial documentation and reporting requests

**Operational and Administrative Duties**

- Manage daily mail, including correspondence related to state sales tax filings and other financial documents
- Research and recommend changes to the Cost of Goods process for improved accuracy and tracking

- Coordinate with vendors and software providers to maintain and enhance accounting software
- Attend business and financial meetings as needed
- Support and act as backup for the Executive Director in key financial functions

### **Systems Integration and Process Improvement**

- Research, recommend, and assist in implementing financial systems that ensure streamlined communication between Shopify, vendors, the bookkeeper, and QuickBooks Online
- Evaluate opportunities for improved automation, efficiency, and data accuracy across all financial platforms
- Produce supplemental financial reports that complement QuickBooks data and support strategic decision-making

### **Other Responsibilities**

Requires work with others in a group or team, external customers, face-to-face discussions with individuals or teams. Requires strong interpersonal and communication skills that support individuals and teams, effective problem resolution, and sustainable, successful working relationships.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent organizational and time management skills with the ability to prioritize and multitask.
- Strong writing skills
- Ability to adapt to changing situations in a calm and professional manner.
- Team oriented

## **EDUCATION AND EXPERIENCE**

- Associate degree preferred or previous experience in similar business or related field
- 2–3 years of experience in bookkeeping, accounting, or financial administration
- Proficiency with QuickBooks Online, Bill.com, PayPal, and Microsoft Office products
- Experience with Shopify or similar e-commerce platforms preferred
- Strong technology acumen working with Microsoft Office, G-Suite, and project management software

## **PHYSICAL REQUIREMENTS**

Bending or twisting, reaching, sitting, standing, climbing, and walking. Safely moving or lifting objects up to 50 pounds. Use hands to handle, control, or feel objects, tools, or controls.

## **WORK ENVIRONMENT**

This is almost exclusively a computer-focused, office-based position. It is required that this individual is adept in using multiple forms of technological communication. If working outside of the office at any point, it is imperative that the person who fills this role is easily accessible and responsive during business hours.

## **TRAVEL**

No travel is expected for this position.

*This Job Description is not a contract of employment. All employment remains at will. Performing all or some of these tasks to expectation is not a promise or guarantee of continued employment. This Job Description and any tasks listed can be temporarily or permanently changed or modified at any time in the company's sole discretion, with or without prior notice to the employee and with or without being in writing. You may be required to perform other jobs for the company even if not within your job or department. The duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.*