** Data & Accounting Coordinator**

**Reports To:**  Executive Director

This position requires 15 - 20 hours per week.

**Basic Function**

The Data and Accounting Coordinator manages the accounting and data systems for the Affiliate office. S/he ensures proper functioning of financial operations, as well as supporting all fundraising internal processes including reporting and acknowledgements.

**Primary Responsibilities**

* Prepare deposits to go to the bank, including compiling all supporting paperwork, and coding the deposits for entry into Peoplesoft (deposits approved by our Executive Director and taken to the bank by the Community Engagement Manager).
* Pay invoices and reimbursements, including properly coding expenses to the right accounts and entering them for payment in Peoplesoft in a timely fashion.
* Pull check registers from Peoplesoft to ensure all vendor checks are sent out correctly and document check status appropriately on invoices.
* Submit year-end documents such as 990s, assets lists, contracts list, and annual budget through Salesforce and the HQ Portal.
* Assist in the preparation of the annual budget working with the Executive Director, Treasurer, and Finance Committee.
* Prepare monthly financials for review by the Executive Director, Treasurer, and Finance Committee. Research variances to note as needed.
* Assist in the annual preparation of the fund balance calculation to help determine the organization’s granting range.
* Submit bank statements and reconciliations monthly to the Komen Headquarters team.
* Pull reports from Salesforce and Luminate to assist in fundraising efforts.
* Assist donor solicitations and acknowledgement efforts including pulling fundraising reports, sending acknowledgements, mail merges, and updating spreadsheets.
* Manage data reporting and acknowledgements for the Annual Fund campaign, Race for the Cure sponsor contracts, 3rd party events, Big Wigs, etc…
* Other duties as assigned by Executive Director.

**Position Qualifications**

* Bachelors Degree in related field or related past experience
* Detail-oriented, professional, organized, with ability to prioritize and manage competing demands for time
* Demonstrated ability in written and oral communication and interpersonal relations
* Strong knowledge of Microsoft Word, Excel, Outlook, Power Point
* Ability to be trained in PeopleSoft, the Komen Financial Software
* Additional software: PeopleSoft, Convio/Luminate, and Salesforce

**Internal and External Contacts**

Executive Director

Komen Staff – local and national

Board of Directors

BigWigs

Grantees

Volunteers

Donors

Sponsors

Race Participants