

Sponsorship and Projects Accounting Coordinator

STATUS: FULL-TIME

REPORTS TO: FINANCE DIRECTOR

JOB LOCATION: INTERNATIONAL HEADQUARTERS OFFICE | PALMER LAKE, CO

JOB SUMMARY

The Sponsorship and Projects Accounting Coordinator will be primarily focused on direct financial oversight and management of incoming and outgoing overseas sponsorship and project funds. Primary responsibilities will include analyzing reports to assess availability of sponsorship funds, building budgets in the Intacct system based on project detail and review and analyze the progress of funds toward the completion of projects overseas.

The ideal candidate must have strong interpersonal skills, must be highly organized, be able to manage multiple projects at one time, complete tasks in a timely manner, and must be very service-oriented.

RESPONSIBILITIES

- Management of project and sponsorship income, including accurate classification and reconciliation of Salesforce and Intacct ledgers
- Create and manage project budgets within the Intacct system to maintain accuracy of tracking project funds through to completion
- Tracking and management of sponsorship funding availability, pertaining to CarePoint and timing of gifts (monthly, quarterly, and annually)
- Coordination with Community Partnership Managers for creation of new project accounts, classification, and management of designated gifts
- Release of funds from temporary restriction per designated use or expiration of time
- Assist with management of wires to overseas offices of project and sponsorship funds
- Coordination of communication to appropriate field personnel regarding remittance and use of funds at the CarePoints, including reporting

Sponsorship and Projects Accounting Coordinator

REQUIRED SKILLS AND EXPERIENCE

- Proficient in Microsoft Office suite, Microsoft Excel, Salesforce, and Intacct
- Ability to manage and maintain data integrity

ESSENTIAL QUALIFICATIONS

- Must be a committed Christian with a deep commitment to the mission of Children's HopeChest
- Self-motivated, proactive problem solver, with strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal
- Ability to build and maintain good relationships with internal and external clients
- Completed college degree in Accounting, Finance Management, or related degree preferable