

Job Posting

Financial Coordinator (20-25 hours/ week)

The **Brain Injury Association of Pennsylvania (BIAPA)** has an opportunity for a part time financial coordinator to support our mission-driven, nonprofit organization. BIAPA supports individuals who have had brain injuries and their families through education, connections to service and supports, advocacy, and research.

1. Manage accounts payables and accounts receivables. Process payments and deposits and manage Quickbooks. Enter monthly invoices for grants and contracts and follow up with payments; complete associated journal entries. Reconcile Quickbooks monthly with bank statements and provide reports to Financial Oversight Committee of the Board of Directors.
2. Maintain monthly budget to actual spreadsheets on all grants and contracts.
3. Propose Annual Budget and submit to the Board.
4. Provide budget estimates for all grant applications and monitor performance monthly. Provide budget to actual reports.
5. Complete annual renewals : BCO, SAMS, DUNS and others; renew organization insurances. Complete required applications such as sales tax exemption.
6. Schedule and complete annual audit with selected auditor. Complete and mail the annual IRS990, BCO10 financial statements.
7. Experience working with nonprofit agencies preferred.
8. Experience filing government contract/grant invoicing preferred.
9. Potential opportunity for growth over time. Position is primarily remote. This is a part time, contract position with salary dependent on experience (\$25-\$30/hour).

Please send a letter of interest and resume to employment@biapa.org.