



Financial Services Coordinator – Full-Time or Flexible Part-Time Job Description Inter-Cooperative Council at the University of Michigan

General Statement

Finance Services Coordinator is a full-time position in the ICC Finance Department, 337 E. William St., Ann Arbor, Michigan, working 40 hours per week under the supervision of the Director of Financial Services (DFS). The Finance Services Coordinator maintains member accounts in the property management software, pays invoices, organizes contractor accounts, assures the accuracy of member balances and occupancy numbers, tracks and records financial data in the general ledger program and performs other related duties. Excellent organizational and computer skills are required, as well as familiarity with spreadsheet and database entry experience. Working knowledge of spreadsheet, database, and accounting programs such as Excel, Word, and Rent Manager (LCS) is preferred. A bookkeeping background is preferred. The Finance Services Coordinator is expected to work with minimal supervision after learning basic procedures and required tasks specifically related to student housing cooperative finances. The successful candidate will have the ability to quickly acquire new information and skills, work evening hours, communicate with members, and work in a fast-paced environment.

Job Requirements

- B.A. or B.S. degree
- Experience in finance, accounting and/or bookkeeping strongly preferred
- A passion for creating collective social good, with a strong interest in the cooperative movement
- Excellent MS Office, e-mail, and social media skills (desired: advanced Word, PowerPoint and Excel skills)
- Strong written and verbal communication skills
- Ability to work in a dynamic, fast-paced environment, multi-task and support multiple team members
- Absolute team player
- An open mind and receptiveness for personal development and growth
- Knowledge of and experience with cooperatives and/or student housing.
- Ability to take a breath and smile daily

Specific Duties

- **Property Management Software.** Fully utilize and maintain finance-related data in Rent Manager Property Management Software.
- **Deposits.** Weekly deposit of checks into ICC bank account that are reconciled to the property management account totals and posted to accounts receivable in the general ledger.
- **Rent Reporting.** Create a monthly rent report to send house treasurers after reviewing for the accuracy of charges and occupancy.
- **Member Accounts.** Add new members along with the related charges and payments in both the property management software as well as recording the corresponding liability in the general ledger. Post all charges and credits and record new contracts for existing accounts.
- **Treasurer Reports.** Work with house treasurers to make sure reports are timely and accurate.

- **Posting House Financial Data.** Post monthly to closing sheets and general ledger.
- **House Variance Statements.** Provide information on house spending in comparison to budget.
- **Move-Out/Move-In.** Update the property management software at the beginning and end of terms and as needed.
- **Debtors.** Assist DFS with sending Notices to Quit and preparing and sending paperwork for attorneys and collection agencies.
- **House Closings.** Assist DFS with preparation house closings as needed.
- **Invoicing.** Bill and process received billing related to contractors, staff, members and other accounts.
- **Training.** Assist the DFS with training ICC member treasurers each semester and ICC Board of Directors at least twice yearly and as needed.
- **Other Duties as assigned by the DFS.**

Please submit a brief cover letter and resume via email to Karin Keim, at e-mail dfs@icc.coop or via mail to address 337 E. William St., Ann Arbor, MI 48104.

Pay rate: Salary: \$35,000 + benefits as part of an Administrative Staff Contract OR \$15-\$30/hour.

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Reviewed/Revised September 2018