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# Example of Coordinator, Finance Job Description

Our company is growing rapidly and is looking for a coordinator, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, finance

* Processing pre-production payments to vendors
* Address Production Accounting and Payroll set-up requests
* Coordinate Bank Account set up through Treasury
* Assist the Finance team with the monthly close process
* Assisting administrative with tasks and projects
* Participate in review of corporate policies and manage implementation of those within the region, ongoing monitoring of compliance to those policies
* Support the Shared Services Director, Managers and team with a variety of project and administrative tasks, including scheduling meetings, conferences and seminars
* Establish and maintain Shared Services files, project data, portfolio data and the department intranet presence using SharePoint
* Create work plans and track all projects from initiation through to completion
* Liaison between Shared Services team members and IT Project Managers to track and collect deliverables throughout the project lifecycle

## Qualifications for coordinator, finance

* Experience in the media industry is a plus but not a necessity
* Detailed oriented and have the ability to multi-task in a fast paced environment
* Candidates are required to be highly analytical and be strong and effective communicators
* 2-3 years of experience at a major studio, top tier independent production company as a financial analyst/staff accountant supporting financial or production executives or as a freelance assistant production accountant
* Bachelors in accounting or finance with strong academic performance
* Ability to be resourceful, anticipate requests and possess strong problem solving skills are also critical strong organizational skills