Downloaded from <https://www.velvetjobs.com/job-descriptions/coordinator-finance>

# Example of Coordinator, Finance Job Description

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

## Responsibilities for coordinator, finance

* Assist in media financial audits
* Periodically update billing grids with client payment information
* Process employee expense report audits
* Process freight batch research and coding
* Prepare vendor invoices on a timely basis to maximize payment discounts
* Validate charges and prepare related vouchers and adjustments
* Coordinate A/P information with vendors and other departments
* Process checks/EFT's for payment
* Enter and maintain computerized data
* Prepare preliminary payment information

## Qualifications for coordinator, finance

* Check on monthly basis if all Tax books and auxiliary obligations has been performed
* Review all account reconciliation on monthly basis, identify pending items and ask corrections from service providers
* Perform the payment process and manage the daily cash flow
* Ability to work as part of a team and use one’s own initiative
* Associates’ degree in Finance, BA/BS in Accounting or Finance or Business Management with an emphasis in Accounting required, or relevant experience
* Ensure that on-going property team will be able to meet all requirements and follow developed procedures on a regular basis