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# Example of Coordinator, Finance Job Description

Our innovative and growing company is looking for a coordinator, finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, finance

* Work with other ES departments
* Procurement/Reimbursements – Processes pre-travel and post-travel paperwork, and payment vouchers
* Responsible for creating new projects in accordance with contract terms and closing projects
* Maintain and update time tracking, assign people to tasks and manage non-billable tasks
* Maintain accurate list of Resources info in CP
* Support Timesheet submissions and approvals in tracking system
* Responsible to ensure all time is submitted by month end
* Perform Time cost adjustments between projects as required
* Support project management with time tracking and project reporting
* Tracking Non-Billable project budgets and spend

## Qualifications for coordinator, finance

* Proficient in Microsoft Office applications (MS Excel, Word, PPT)
* Highly proficient user of all applications of Microsoft Office
* Minimum of 3-5 years’ experience in Property Management or Real Estate preferred
* Bachelor’s Degree in Finance, Accounting, or Film and Media Studies, or related subjects preferred, but not required
* Ability to multi-task & work independently in fast-paced environment
* CA-Intermediate or Bachelor's degree majoring in Accounting/Finance/Business Administration with 1-2 years' work experience (preferably from an MNC environment and/or international accounting firm previously)