



## Good Books Financial Coordinator

<b>Job Title:</b> Financial Coordinator	<b>Reports To:</b> Good Books Manager
<b>Department/Location:</b> Good Books LLC	<b>Revision Dates:</b> 4.18.24

**Overview:** Good Books LLC, an enterprise of The Industrial Commons, seeks a Financial Coordinator to maintain client relationships and provide exceptional service. This full-time, non-exempt position supports bookkeeping and related duties for our employee-owned, bilingual, women-led cooperative. Established in November 2019, our mission is to enhance financial capacity and support community-focused businesses through effective bookkeeping and translation services. Visit [www.goodbooksnc.com](http://www.goodbooksnc.com) for more information.

**About The Industrial Commons:** The Industrial Commons is a nonprofit in Morganton, NC creating an ecosystem focused on rooting local wealth and ownership. TIC is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Primary Function:** The Financial Coordinator will be responsible for maintaining positive relationships with Good Books' clients and ensuring exceptional customer service experiences through bookkeeping and other related duties.

### **Essential Functions:**

- Follow all financial policies, procedures and adhere to GAAP practices.
- Build and maintain relationships with partners and clients.
- Complete all agreed-upon client tasks in within a one month timeframe, including but not limited to:
  - Daily categorizing
  - Reconciliations
  - Journal Entries
  - Reports
  - Accounts Payable
  - Accounts Receivable
  - Payroll/Payroll Taxes
  - 1099/W2 prep & filing

- Bank Deposits
- Sales Tax
- Grant Tracking
- Quickbooks Cleanups and Setups
- Chart of Accounts maintenance
- Maintain billable time bookkeeping time at agreed upon percentage.
- Work with any outside accountants or CPAs contracted by the organizations for filing taxes or other needs.
- Participate and engage in learning and training to become proficient in bookkeeping.
- Address client inquiries and provide timely responses.
- Maintain the confidentiality and security of clients' financial information.
- Review current resources and participate in the development of new resources and tools.
- Participate in quarterly trainings/workshops, quarterly check-ins with Co-Directors, monthly and weekly staff meetings.
- Speak on and promote the organization, its vision, and values.

**Preferred Knowledge, Skills and Experience:**

- Minimum of 1-3 years bookkeeping experience preferred; if no previous experience in bookkeeping, must have some financial background.
- Must be able to maintain a high level of integrity and confidentiality.
- This candidate should possess strong entrepreneurial skills, demonstrating the ability to pivot swiftly and effectively pitch Good Books services to potential clients.
- Communicate information and ideas so others will understand. Must be able to exchange accurate information with a wide variety of audiences.
- Observe details or discrepancies.
- Although it is not a requirement, being bilingual in English/Spanish is a plus.

**Physical Demands and Work Environment:**

- Ability to Occasionally lift 15 lbs-50 lbs
- Ability to remain in a stationary position with computer work.
- Must be able to move about the office to access file cabinets, office machinery, etc.
- Ability to operate a computer and other office productivity machinery daily, such as a calculator, copy machine, and computer printer.

Hourly pay range of \$19-\$21/hour depending on experience. To apply, please send a cover letter, resume, and 3 professional references via email to [HR@theindustrialcommons.org](mailto:HR@theindustrialcommons.org).