

## JOB DESCRIPTION

<b>JOB TITLE: Shared Services Coordinator</b>	<b>DEPARTMENT: Accounting</b>
<b>STATUS: Non-Exempt</b> <b>CLASSIFICATION: Non-Management</b>	<b>REPORTS TO: Director of Finance</b> 9/14

### ESSENTIAL DUTIES:

1. Assess current business practices of current and potential Shared Service Alliance members.
2. Determine center practices and standardize processes to increase efficiency and savings.
3. Maintain data that demonstrates savings and efficiencies to funding partners.
4. Develops and maintains relationships with donors, customers and vendors related to the Shared Services Alliance.
5. Research discounted group purchasing opportunities or services.
6. Expand shared service alliance members and services provided.
7. Support the automation and connectivity that ensures effectiveness and efficiencies of Shared Service Alliance members.
8. Streamline Alliance procedures and processes to align with agency goals.
9. Research and implement cost-effective solutions for center sustainability.

### SECONDARY DUTIES:

1. Stay current on all system updates and changes and make recommendations to Director of Finance.
2. Maintain necessary files and records.
3. Various other duties as assigned by Director of Finance.
4. Provides information as needed to assist in grant reporting or proposals

### EDUCATIONAL REQUIREMENTS:

Four year or associate degree in Accounting, finance, business management or related field. Early childhood related experience a plus. Experience may be considered in lieu of education.

### SKILLS:

Customer Relations skills required.

Must be skilled in the use of computer.

Must be able to process material of a sensitive and confidential nature.

Must have the ability to meet strict deadlines.