

Finance Assistant

Reports to: Director of Finance and Administration

Status: Full-Time, Non-Exempt

Hours: M-F, 8-4p (Some flexibility as needed to meet deadlines or attend meetings or special events.)

Job Summary:

The Finance Assistant supports the Director of Finance and Administration in the general accounting function. Process a wide variety of daily accounting transactions such as accounts payable, accounts receivable, daily deposits and journal entries. Reconcile select general ledger and bank accounts. Serve as backup for payroll processing and helps with administrative functions for payroll. Assist with monthly financial reporting and annual audit preparation.

Essential Responsibilities:

- Pay accounts payable invoices: Monitor the bill.com inbox for invoices, code and route for approvals, print manual checks as needed, export from bill.com and import to Abila, Vendor maintenance in both bill.com and Abila as needed.
- Prepare daily bank deposits: compile supporting documentation, prepare a summary sheet, verify cash balances counted upstairs, prepare deposit tickets, use remote deposit capture to scan and deposit checks, deliver deposits to the bank, enter deposits in the accounting system, organize and file documentation.
- Prepare accounts receivable invoices, follow up on unpaid invoices, maintain accounts receivable files and listing.
- Keep records of pledges receivable invoices, record pledges receivable with daily deposits as needed, maintain pledges receivable files and listing.
- Prepare and enter adjusting journal entries as needed.
- Assist in preparation of month-end and other financial reports as directed, including journal entries, reconciling assigned accounts, bank reconciliations, and compiling of the finance packet.
- Perform purchasing duties for office supplies; maintain postage meter, bulk mail permit balance, and copiers.
- Participate in Finance special projects as assigned by the Director of Finance and Administration, including member and donor events and special projects.
- Assist with payroll preparation: Incentives, reimbursements, and payroll deductions spreadsheet compilation, 403b spreadsheet compilation. Backup for payroll processing.
- Perform other clerical and administrative work and other duties as assigned.

Job Qualifications:

- High school diploma or equivalent; at least two semesters of accounting coursework.
- 2 years of general accounting or bookkeeping experience; or Bachelor degree or equivalent in Accounting.



- Demonstrated knowledge of accounting practices, automated accounting systems, spreadsheet and word processing software, and general recordkeeping and filing systems.
- Strong attention to detail and accuracy.
- Demonstrated professional written and oral communication skills.

Essential functions (ADA):

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to climb stairs and/or ladders.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____