



JOB DESCRIPTION

POSITION TITLE: Part time Finance Associate (Up to 20 hours per week)

RESPONSIBLE TO: Executive Director

POSITION SUMMARY: Provides support and assistance for the day-to-day financial management of the organization and ensures the data integrity of the financial management system.

REQUIREMENTS:

- Associate's degree in accounting, business, finance or similar required, bachelor's preferred.
- Minimum of 2 years of bookkeeping/finance support experience, preferably in non-profit organization.
- Solid knowledge of QuickBooks Online.
- Proficient in the use of a computer including: typing, 10 key, email, internet, Microsoft Office including Word and Excel, Google platforms, and ability to learn other computer programs quickly.
- Skills and experience in accounting tasks and data entry
- Strong analytical and math skills.
- Excellent time management and organizational skills.
- Prior experience in non-profit organizations and state and federal funds grant management preferred
- Ability to handle confidential information.
- Ability to work well with others, including children, youth and families.

DUTIES & RESPONSIBILITIES:

1. Accounts Payable – prepares payment, coding and reconciliation of monies due to vendors and independent contractors;
2. Grants Receivable – prepares monthly billings, coding, payments and reconciliation of grant records for multiple funding sources;
3. Bookkeeping – codes revenue and expenses into accounting system and prepares incoming cash and checks for deposit in accordance with the center's Financial Policies & Procedures
4. Payroll/Benefits/HR – prepares payroll and benefits processing bi-monthly for Executive Director and Treasurer's approval, prepares new hire paperwork/system orientation, reviews timekeeping records to ensure accurate billing to grants
5. Cash Disbursements/Receipts – prepares checks and ACH payments for Executive Director's review, approval and/or signature, enters auto debits and credits, and ensures proper documentation is available for each transaction in accordance with Financial Policies & Procedures

6. Budget – assists the Executive Director in developing the annual budget and amendments as needed and monitors appropriate use of funds related to each grant;
7. Financial reporting – generates financial and grant reports for use by Executive Director as well as the Board of Directors and outside agencies;
8. Audit preparation – coordinates and prepares fiscal and personnel documentation for grantors and annual audits;
9. End of year duties – assistance with tax reporting, organizational reporting (annual 990 coordination), end of year close out work including depreciation, inventory/fixed asset management, annual accrual entries;
10. Administrative – ensures fiscal and personnel records are complete, current and accurate, maintains vendor contracts, leasing agreements, etc. and monitors potential for costs savings
11. Contracts and Grants – works closely with the Executive Director on contractual agreements and quality control of grant applications for the agency;
12. Policies and procedures – assists the Executive Director on systemic improvements, internal controls, documentation and forms development;

OTHER:

- Maintain confidentiality regarding cases and other sensitive agency information.
- Maintain professionalism in all behavior, communications and appearance.
- Attend training regularly to develop professional skills and keep abreast of issues impacting the agency and children served.
- Assist with maintaining a clean and safe work environment.
- Other duties as assigned by the Executive Director.