



Position Description: Finance Assistant

Date: February 2021
Department: Finance Director
FLSA: Non-exempt
Reports To: Finance Director
Pay: \$20 hour

We are seeking a highly organized and detail-oriented finance assistant to join our team. Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic, are required. You will assist with the routine tasks in our finance department and play an integral role in maintaining account information.

SUMMARY OF RESPONSIBILITY:

The Finance Assistant provides support to the Finance Director by processing cash receipts and accounts payable, coordinating preparation of data for bi-weekly payroll, and by supporting other Finance Department functions.

This is a part-time (25-29 hours/week) non-exempt position that is directly supervised by the Finance Director.

Essential Functions:

Accounts payable

- Review authorized, coded payment requests for completeness and accuracy
- Enter authorized payment requests into general ledger software
- Review cash requirements with management and generates checks accordingly
- Match backup documentation with checks prior to submitting checks to authorized signer(s) for signature
- Communicate with vendors and resolve issues as needed
- File invoices and other related documentation

Accounts receivable

- Deposit receipts in a timely manner
- Enter bank deposit information into general ledger software

- Reconcile contributions with Development Department

Payroll

- Prepare information for bi-weekly payroll processing (approved timesheets, time-off, etc.)
- Track employee time off
- Track allocation of staff time
- Participate in administrative orientation of new employees – tax forms, insurance forms, timesheets, employee handbook signoff, etc.

Other

- Prepare various financial reports
- Obtain W9s, as needed
- Prepare 1099s
- Handle agency credit card issues
- Complete other related projects as assigned by Finance Director

QUALIFICATIONS AND COMPETENCIES:

- High school diploma or equivalent, Associate's in accounting, finance or related field preferred
- Nonprofit bookkeeping experience and general record keeping (1-3 years)
- Knowledge of and the ability to independently use QuickBooks, Microsoft Excel and Office Suite (1 year preferred)
- Must perform the various accounting procedures with a high degree of accuracy and attention to detail
- Ability to learn new accounting software and other software systems used in the office
- Ability to engage with diverse populations with professionalism and sensitivity
- Excellent interpersonal skills with high emotional intelligence
- Ability to communicate in a courteous and professional manner
- Ability to follow all CDC and Operation Fuel office guidelines for the prevention of COVID-19

TO APPLY

Please send resume and cover letter to troylyn@operationfuel.org. Applications are accepted and reviewed on a rolling basis and will close on March 8, 2021.