



**CAPTAIN**  
Community Human Services

**Job Title:** Finance Assistant (Part Time, Non-Exempt)

**Program:** Administration

**Hiring Range:** \$15 - \$17/hour

**Reports to:** Director of Finance

**Job Summary:** The Finance Assistant provides assistance with basic bookkeeping, payables, and billing functions.

**Duties and Responsibilities include:**

- Accounts Payable: input through payment and distribution
- Assist in preparation for annual audit
- Accounts Receivable and billing
- Maintain files (Electronic and paper)
- Prepare and make bank deposits
- Month-end procedures
- Voucher preparation for grants on a monthly/quarterly basis
- Mail out checks and vouchers
- Answer phones and distribute mail
- Other duties as assigned by the Finance Associate and/or Director of Finance

**REQUIRED SKILLS:**

- Positive, “can-do” attitude coupled with strong work ethic.
- Ability to organize and prioritize work.
- Self-motivated, self-reliant with a hands-on approach to work.
- Good communication skills, both verbal and written.
- Ability to work collaboratively in a team setting and to accept constructive criticism.
- Ability to follow explicit instructions.
- Working knowledge of FundEZ or similar accounting system.
- High proficiency in Microsoft Office with particular emphasis on Excel.
- Working knowledge of accounting principles.
- Accuracy and attention to detail.

**Telecommuting and Remote Work:**

- Generally work from home is not a viable option as there is significant need for use of office equipment, access to mail in a timely manner and frequent interaction with the Finance Director, Executive Director and other key personnel for signatures, check processing and other functions. Additionally, this position is part of a team that provides coverage for the Glenville office, during normal business hours and needs to be in the office for those assignments. Working from home will only be considered in unusual circumstances.

**QUALIFICATIONS:**

- Associate's degree in Business Administration or equivalent AND at least one year of bookkeeping or accounting work experience;  
OR
- If no degree, at least three years of bookkeeping or accounting work experience
- Must be able to lift and carry twenty pounds.
- Must be able to submit to background check

**EMPLOYER DISCLAIMER:**

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an "at will" employment relationship.

**Employee Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Direct Supervisor Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_