



Job Title: Finance Associate (Part time, Non-Exempt)

Program: Administration

Job Category: Associate

Duties will be program specific and may include filing, answering phones, recording and inputting data, working with clients/customers, stocking shelves, accepting payments by cash, check or credit card, cleaning.

Reports to: Director of Finance

Job Summary: The Finance Associate provides support and assistance to the Director of Finance and Business Manager in the Finance Office.

Duties and Responsibilities:

- Record daily cash receipts
- Accounts Payable: input through payment and distribution
- Assist in preparation for annual audit
- Match up appropriate back-up for Accounts Payable
- Maintain files (Electronic and paper)
- Prepare bank deposits
- General journal entries
- Prepare copies of invoices for vouchers
- Mail out checks and vouchers
- Answer phones

REQUIRED SKILLS:

- Basic knowledge of accounting.
- Positive, "can-do" attitude coupled with strong work ethic.
- Ability to organize and prioritize work.
- Ability to work in a team setting and accept constructive criticism.
- Ability to follow explicit instructions.
- Working knowledge of FundEZ, Microsoft Office and the Internet.

QUALIFICATIONS:

- High school diploma or equivalency.
- A minimum of one year of bookkeeping experience preferred.
- Must be able to lift and carry twenty pounds.

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.