



Staff Signature

Date

TITLE: Finance Assistant
DEPARTMENT: Finance
CLASSIFICATION: Regular, FT, Exempt

SUPERVISOR: VP, Finance & HR
FUNDING: Grant dependent

ESSENTIAL FUNCTIONS: Provide administrative support to the VP, Finance & HR with daily accounting, payroll, and human resource responsibilities.

DUTIES AND RESPONSIBILITIES:

- Prepares invoices by coding and entering data into accounting software using cost allocation plan.
- Receives and records account receivables using excel import and direct data entry into accounting software.
- Maintains grant, vendor, and customer files to support billings and other grant recordkeeping, including scanning documentation into accounting software.
- Collects information for and prepares accurate bi-monthly payroll.
- Generates 941 reports and submits associated bi-weekly 941 payments.
- Conducts benefit enrollment and updates employee data in accounting software.
- Reconciles fringe benefits with payroll data and billing statements.
- Processes criminal background checks and assists with recruitment, onboarding, training, and off boarding.
- Responds to employee questions regarding HR topics such as timesheets, insurances, leave balances, address changes, direct deposit, etc.
- Assists with HR compliance including verification and maintenance of I-9 records using E-verify.
- Attends regularly scheduled team meetings.
- Suggests changes or improvements to increase accuracy, efficiency, and cost reductions.
- Performs other duties as approved and assigned by VP, Finance.
- Maintains communication with others and works to fulfill the agency's mission, vision, and philosophy.
- Assists with recruitment, training, and engagement of volunteers and interns.
- Recognizes personal emotions, thoughts, and values and how they influence behavior while managing their effects on service provision.
- Reports any incident of child or elder abuse to the appropriate Hope Alliance staff.

QUALIFICATIONS AND EDUCATION:

- Accounting Degree with minimum of 2 years of experience in accounting, bookkeeping, or related field.
- Intermediate to advanced level experience in Microsoft Office, Excel, and Payroll/Accounting software.
- Able to judge the relative importance of issues, act independently to address them, and apply the appropriate level of urgency and drive to achieve results.
- A positive, energetic yet non-reactive personality is a must.
- Ability to analyze problems and identify appropriate solutions quickly and accurately.
- Capable of handling complex issues creatively and effectively, paying attention to details.
- Excellent oral and written communication and staff development skills and has a research-orientation.
- Must be able to successfully complete the agency-provided State Certification Training within 90 days of hire date and maintain State Certification by documenting annually: six hours of continuing education, the provision of 100 hours of direct services at minimum, and the successful completion of a written exam and skills assessment designed to evaluate the special knowledge and skills required for continued certification.
- Experience prioritizing independently, managing multiple and sometimes competing tasks, and meeting deadlines and desired outcomes.
- Ability to maintain and respect confidentiality.



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- Adequate personal health, social maturity, emotional stability, and effective stress management skills.
- Sensitivity to varying cultural, ethnic, and social backgrounds, values, attitudes, and languages, as well as tact, poise, professionalism, diplomacy, teamwork, humor, and ability to interact with people from all walks of life.
- Ability to stoop, bend and lift 30 pounds as well as the ability to move about inside the office to access filing cabinets and other office equipment.
- Routinely use computer and other office equipment such as phones, fax, printer, and copier.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is typically working in a climate-controlled office environment but sometimes exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

- Normal workday physical activity includes frequent sitting, standing, and walking.
- Requires employee to use hands, arms, legs, neck, and head while performing tasks.
- Requires occasional twisting at desk when answering phone or keyboarding.
- Requires retrieving files by pulling and pushing cabinet drawers with occasional bending, squatting, kneeling, and reaching above shoulder level.
- Requires frequent data entry into computer keyboard.
- Requires extensive speaking in person and on the telephone with staff and others.
- Requires occasional lifting and/or moving up to 30 pounds.