JOB DESCRIPTION

<table>
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<th>Position Title:</th>
<th>Finance Assistant</th>
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<td>Department:</td>
<td>Administration</td>
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<tr>
<td>Reports To:</td>
<td>Director of Finance</td>
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<tr>
<td>Supervises:</td>
<td>N/A</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Last Revised/Approved:</td>
<td>November 19, 2021</td>
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**Position Summary:**
The Finance Assistant supports the agency’s financial and administrative functions with an emphasis on accurate and timely financial record keeping and reporting, employee benefit and hiring paperwork, payroll processing, and other administrative and financial forms.

**Essential Duties and Responsibilities:**

- **Data Entry:** Enter all expenses, donations, transactions, and other financial data into Caring Unlimited accounting software and related spreadsheets as applicable. In addition, this position will routinely review the information entered into QuickBooks ensuring accuracy and completeness of work. Generate financial reports as requested.

- **Accounts Payable:** Work under the direction of the Director of Finance to complete the weekly bill pay and track expenses.

- **Accounts Receivable:** Record all incoming money, sales receipts, and receivables for the organization and prepare the weekly deposit. Complete vendor OIG/SAM Exclusionary search.

- **HR administration:** Work under the direction of the Director of Finance to process payroll on a bi-weekly basis and serve as a back-up for payroll completion on an as needed basis. Maintain volunteer time records and ensure accuracy. Assist Finance Director to administer benefits; main schedule of required background checks and run background checks.

- **Audit:** Assist the Director of Finance and Executive Director to complete the organization’s annual audit.

- **Taxes:** Work under the direction of the Finance Director to complete all tax forms required by law.

- **Collect and distribute mail daily.**

**General**
1. Maintain working knowledge of QuickBooks and excel
2. Comply with and support the organization’s mission, philosophy, policies, procedures and confidentiality standards.
3. Participate in weekly staff meetings and routine office coordination. Pursue appropriate opportunities for staff development and training.
4. Participate regularly in 24-hour helpline coverage and backup.

**Non-Essential Duties and Responsibilities:**
1. Performs other tasks and projects as assigned.
General Expectations
1. Be committed to the Agency’s mission, vision and values.
2. Provides the highest level of client and internal customer service possible.
3. Follows established policies and procedures and complies with all safety requirements.
4. Effectively communicates with co-workers, supervisor, and external contacts.
6. Performs the required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain personal appearance and hygiene as appropriate to the position.
8. Adheres strictly to confidentiality of client, co-worker and internal business information.

Physical Requirements:
The physical requirements described here are representative of those that must be met by the Incumbent 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 regularly required to stand, walk, sit (including prolonged sitting), and talk or hear. The employee is also required to use hands and fingers to operate a standard computer keyboard, use a computer, mouse, fax machine, printer and copier, and speak and hear using a telephone. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:
The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a general office environment where the noise level is low. Work is occasionally stressful and requires ability to multi-task, meet deadlines, and successfully cope with the pressures which are related to the position. Occasional nights and weekends.

Qualifications Needed for Position:
Experience and Skill Requirements: The following experience and skills are considered essential:
- 1-2 years of experience in an office environment with excel, data entry, bookkeeping or related functions
- Demonstrated skills with Quickbooks and advanced Excel skills
- Highly motivated self-starter able to work collaboratively and independently, and balance multiple projects at a time.
- Strong organizational/time management skills/detail oriented
- Proficient with Microsoft Office products
- Knowledge of and sensitivity to issues of domestic violence, sexual assault, and stalking.

Education Requirements: The following education requirements are considered essential:
- Associates degree or higher in business administration, accounting, finance or related field or equivalent experience required
- Successful completion of required advocacy training within 6 months of hire.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

** All requirements and skills are considered to be essential, unless otherwise indicated. **
External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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<th>Employee Signature</th>
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<tbody>
<tr>
<td>Supervisor Signature</td>
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Caring Unlimited is an equal opportunity and affirmative action employer; and it does not discriminate on the basis of age, race, religion, color, creed, ancestry or national origin, sex, sexual orientation, gender identity or gender expression, physical or mental disability, service member status, family status, or any other status protected by law.