



TITLE: Finance Assistant

OFFICE ASSIGNMENT: As determined by Finance Director

SUPERVISOR: Chief Financial Officer **SALARY:** Non-exempt

BASIC FUNCTION:

The Finance Assistant position is responsible for assisting the finance department in creating accurate and timely financial records for the organization. Performs routine financial calculations and general ledger duties.

The following are reoccurring tasks construed as exclusive or inclusive. Other duties may be required and assigned but are in line with the job classification and qualifications. These responsibilities must be performed with or without accommodations.

RESPONSIBILITIES AND DUTIES:

- Process subcontractor invoices through Agency software to ensure compliance with each contract.
- Compile and send nutrition intakes and rosters as directed by the Director of Healthy Aging
- Track subcontractor and subrecipient documents, and return of contracts to ensure compliance.
- Reconcile bank statements as assigned.
- Communicate clearly with the Healthy Aging & LifeLong Links Department Directors to ensure processes function smoothly and accurately.
- Enter cost per unit and correct funding sources to create waiting lists and lists of unmet needs.
- Tracks documents received and completion dates.
- Reviews for discrepancies in data received, requests clarification or advises the Finance team of issues related to data entry.
- Other duties as assigned.

ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES:

- 1) Knowledge of general accounting principles and practices.
- 2) Understanding of importance and purpose of internal control policies and procedures.
- 3) Strong computer/software skills, including the use of Microsoft Office products as well as the ability to use general office equipment.
- 4) Proven oral and written communication skills.
- 5) Ability to act independently and efficiently on tasks.
- 6) Possess strong judgment and analytical skills to ensure the accuracy of documentation.

QUALIFICATIONS:

- An associate degree in business is preferred or a high school Diploma with pertinent office/accounting experience of 2 or more years of appropriate experience.
- An active driver’s license is required for this position.

PHYSICAL DEMANDS:

1. Lifting items weighing up to 25 pounds along with bending and twisting simultaneously
2. Stock supplies weighing up to 25 pounds, including placing paper reams on lower storage shelves and in copier trays, lifting supply boxes onto upper storage shelves, placing and removing same as needed, and carrying same from storage to location for use.
3. Traveling between offices or more than 50 miles one way as required.
4. Sitting for extended periods of time; standing for extended periods of time – up to one hour.

While performing the duties of this position, the employee is occasionally required to walk, sit, use hands or fingers, feel objects, tools, or controls, reach with hands and arms, talk and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties that are not essential for satisfactory performance of the position.

WORK ENVIRONMENT:

Noise level in the work environment is moderate.

Elderbridge and its employees strive to provide a respectful work environment where all individuals are treated with respect and dignity and are inspired to use their creativity to meet consumer needs. All relationships among persons in the workplace are to be business-like and free of bias, prejudice and harassment.



I have read and understand this explanation and job description.

Signature: _____ Date: _____