

**Community Action of Allegan County
(CAAC)
Position Description**

Position Title: Finance Assistant I

Reports To: Chief Financial Officer/Chief Operating Officer (CFO/COO)

Classification: Full Time/Non-Exempt

Status: 40 hours per week

Range: \$12.00-\$15.00 per hour

Date: April 19, 2017

Summary/Objective: Under the supervision of the CFO/COO this position provides clerical/para-professional accounting support required for maintenance of accurate financial records and correct processing of financial transactions. Prepares, processes and maintains accounting records and summarizes business and financial transactions. Reviews source documents for accuracy and completeness and ensures that all transactions are properly documented.

Essential Functions:

Performs a variety of paraprofessional accounting functions required to ensure the accurate processing of all financial transactions and proper accounting for all funds received and disbursed by the agency.

Maintains and reconciles subsidiary and control accounts.

Create and/or processes budget adjustments, and journal entries.

Reviews source documentation to ensure that payables and/or receivables transactions comply with all substantive and procedural requirements, are accurately calculated and properly authorized, and allocated to the proper fund and cost center.

Develops and maintains a variety of databases and/or spreadsheets.

Contacts departments of origin to resolve documentation problems and/or problems with respect to proper authorization for disbursement and/or collection of funds.

Audits and verifies requests for disbursement of Agency funds, including vendor invoices, recurring bills, employee reimbursement requests, and transfers of funds to the state, ensuring that expenses are allowable, properly authorized, and charged to proper accounts.

Inputs payables data for verified transactions; for accounts payable checks on a daily, weekly, and monthly basis; and assists in balancing check runs.

Receives and credits payments to appropriate billing accounts and to appropriate funds and cost centers.

Verifies all cash, check, echeck and credit card transactions from all payment sites, balances against the daily cash reports and updates the cash receipt ledger.

Prepares and reconciles daily deposit of payments received by mail, in person, on the WEB, and through EFT and ACH transactions.

Prepares deposits for the Bank.

Liaise with internal staff at all levels.

Coordinate and complete project-based work.

Review clerical practices and implement improvements where necessary.

Other duties as assigned by CFO/COO.

Competencies:

Proficient communications; oral and written.

Good working knowledge of standard accounting principles and practices.

Good working knowledge of the principles and practices of fund accounting.

Good working knowledge of accounts payable, accounts receivable, and general ledger processes and practices.

Understands importance of collaboration and exhibits community relations skill.

Demonstrates leadership and ability to work independently.

Demonstrates excellent organizational skill and attention to detail.

Provides and exemplifies team orientation.

Exhibits high level of understanding of information technology; high technical proficiency.

Proficient computer skill and in-depth knowledge of relevant software (MS Office Suite (365, PowerPoint, Excel, and database management).

Excellent time management.

Good organizational skills and ability to prioritize the workload.

Knowledge of administrative practices and procedures.

Knowledge and understanding of issues related to individuals and families in poverty.

Ability to maintain client and organization confidentiality.

Bilingual (Spanish) a plus.

Work Environment: This job operates in a professional office environment, in off- site venues and outside event areas. Role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work: This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 4:30 p.m. (exact schedule to be determined). Evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience: High school diploma or GED combined with Associates/Bachelor's degree in accounting, business information systems, data processing or closely related field. Three plus years of successful work experience in non-profit or a related field preferred. Three (3) years of progressively responsible experience in the appropriate area of general office functions.

Additional Eligibility Qualifications: Commitment to CAAC goals and mission.

EEO Statement: Community Action of Allegan County (CAAC) extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, weight, height, religion, national origin, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfers, leave of absence, compensation and training, including internship. In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, CAAC will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact CAAC management.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This position description does not constitute a written or implied contract for employment.

Signatures:

This job description has been approved by all levels of management:

Executive Director: _____

Human Resources: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____