



## **Job Description- Finance Administrative Assistant (Classification: Non-Exempt)**

### Basic Function

*The Finance Administrative Assistant is responsible for the day-to-day financial operations of this non-profit ensuring efficient and effective coordination of financial transactions and record-keeping affecting program operations.*

### Responsible To

*The Finance Administrative Assistant will work under the direction of the Executive Director, to ensure the needs of the office and office members are met in a timely fashion*

### Qualifications

- *Knowledge of Quickbooks, and computer and software applications related to general accounting and bookkeeping*
- *5+ years of bookkeeping and finance management experience*
- *Excellent verbal and written communication skills*
- *Superior time-management and multi-tasking skills*
- *Ability to work efficiently and independently*
- *High level of professionalism and expectation of quality*
- *Flexibility to attend evening or weekend events as needed*
- *High school diploma or GED required: college degree preferred*

### Duties and Responsibilities

#### Office

- *Assist staff in management of the office to ensure effective telephone and mail communications both internally and externally and maintain professional image*
- *Maintain office equipment including computers, copier, fax, telephones, etc.*
- *Maintain and replenish inventory, office and facility supplies as needed*
- *Assist with program data entry as needed*

- *Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.*
- *Maintain facility operations and serve as the point of contact for outside vendors*

#### *Accounting and Bookkeeping*

- *Perform all bookkeeping functions using QuickBooks*
- *Prepare monthly financials as requested by the Board of Directors and the Executive Director*
- *Process program income, expenses, bank deposits, and staff and advocate expenses*
- *Assist with preparing Employer's Quarterly Federal Tax forms, 941 payroll filing, Texas Workforce Unemployment Tax forms, W-2's at the close of calendar year*
- *Process documents related to annual program audit and coordinate with auditing firm to ensure all required records are submitted accurately and on time*
- *Prepare financial reports as needed for city, government and federal grant filings (monthly and quarterly)*
- *Develop and maintain tracking system for application of grant funds to specified budget line items.*

#### *Human Resources*

- *Prepare, track and file onboarding processes and documents for new hires as well as health enrollment for employees*
- *Maintain current personnel files per Texas CASA minimum standards*
- *Assist with Texas CASA Quality Assurance when needed and assist with annual organizational audit*

#### *Program*

- *Assist the Executive Director, Board, and other staff with miscellaneous projects as requested*
- *Assist with preparing documents for Board meetings, trainings, and other meetings as needed*
- *Assist with securing locations for conferences, trainings and special events*
- *Assist with coordinating vendors for special events*