



## **Job Description**

### **Job Title – Financial Assistant**

#### **Nature of Work:**

The Financial Assistant reports to and works directly with the Chief Financial Officer regarding accounting and fiscal operations of the organization and related entities. The Financial Assistant must understand and adhere to the organization's policies and procedures and ensure confidentiality is maintained.

#### **Job Essentials:**

- Commitment to core values of Excellence, Compassion, Stewardship, and Inclusiveness.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Able to follow oral and written instructions utilizing the English language well enough to perform the essential duties of the job.
- Be a highly motivated team player with excellent communication, time management, and organization skills. Careful attention to detail required.
- Reliable transportation and possession of valid driver's license. May be required to commence the workday at different locations.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Possess critical thinking skills.
- Able to lift 10 pounds.

#### **Job Duties:**

- Accurately reviews and verifies invoices and check requests.
- Sorts, accurately codes, and matches invoices.
- Tracks open invoices, obtains necessary invoice approvals timely, enters invoices into the accounting system (currently QuickBooks) accurately and timely.
- Tracks expenses and processes expense reports.
- Processes checks and check receipts timely and receives necessary signatures for mailing.
- Timely reconciles accounts payable transactions.
- Accurately prepares analysis of accounts.
- Monitors accounts to ensure payments are up to date.
- Researches and resolves invoice discrepancies and issues, by conversing with vendors and responding to inquiries.
- Maintains up-to-date and accurate vendor files.
- Monitors uncashed vendor payments and accurately submits annual Unclaimed Property reporting to PA Treasury in a timely manner.
- Assists with various audits throughout the year, including providing supporting documentation.
- Demonstrates a willingness to learn new skills and techniques. Displays a teachable attitude when learning a new skill.

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#### **Other Duties:**

Other duties and special projects as assigned by the Chief Financial Officer and/or the Chief Executive Officer. 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.

#### **Education and Experience:**

- High school diploma or GED required. At least two years' experience in accounting work.
- Experience in a real estate or social services agency preferred.
- Experience working with QuickBooks accounting software is preferred.
- Experience with Microsoft programs, including Outlook, Word, Excel, etc.
- Well-developed interpersonal skills, time management and crisis management skills, organizational and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communication skills; and the ability to meet deadlines.

#### **Work Conditions:**

The work environment is a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk 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 will be seated for long periods of time.

#### **Supervisory Responsibilities:**

The Financial Assistant does not perform any supervisory duties.

**FLSA Status:** Non-Exempt

**Signature:**

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

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Employee

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Date