

## SOUTH SUBURBAN FAMILY SHELTER

### Job Description

<b>Title:</b> Finance Assistant	<b>Department:</b> Administration
<b>Type:</b> Part-Time	<b>Reports To:</b> Finance Director
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### **Job Summary:**

The Finance Assistant is a member of South Suburban Family Shelter's Administration department. The position's work responsibilities center on supporting the Finance and HR department functions of SSFS to achieve organizational goals and to ensure that the agency compliance obligations are met. The position's responsibilities include, but are not limited to, assisting with accounts payable process, preparing journal entries, and assisting with the bi-weekly payroll process.

The Finance Assistant will possess a solid ethical framework and understanding of confidentiality. This individual will have patience with routine, have strong attention to detail, and be able to manage and complete tasks under specific deadlines. The Finance Assistant should be able to work well with other departments within the agency while completing tasks independently. This individual should have the ability to adapt and adjust in a changing environment.

#### **Duties and Responsibilities**

- Complete Domestic Violence 40-Hour Training within two years of hire.
- Assist in the daily accounts payable process: reviewing and coordinating for proper approval, properly coding and entering all invoices, purchase orders, check requests and employee reimbursements, as well as maintain vendor files and database. Train as backup for processing and mailing checks when Office Manager is out of office.
- Assist in the daily cash receipts process, properly coding and entering all deposits into the financial system, as well as maintain deposit files.
- Reconcile monthly credit card statements, ensuring proper approvals, invoices/receipts, properly coding transactions and preparing journal entry.
- Assist in the bi-weekly payroll process: reviewing timesheets, completing department summaries and entering payroll into the payroll software.
- Coordinate gift card distribution and maintain gift card inventory, excel tracking spreadsheet and support documentation.
- Create and maintain agency fixed asset inventory listing, calculate monthly depreciation and prepare monthly journal entry. Complete annual review and audit of fixed assets.
- Assist in the renewal of insurance policies and insurance audits.
- Prepare annual 1099 forms.
- Create, update and maintain reporting, as needed.
- Assist with month, quarter and year end close responsibilities, as needed.
- Assist with annual financial audit and other grant-related audits/site visits.
- Assist with the maintenance of financial and human resource policies and procedures manuals.

- Assist in other finance and human resource projects, as needed.
- Attend mandatory SSFS All-Staff meetings.
- Attend supervision meetings.
- A portion of duties may be performed remotely in accordance with agency remote work policy.
- Other duties as assigned.

### **Qualifications**

- Associate degree in Finance, Accounting, Business Administration, or Human Resources and/or at least two years of related experience required. Bachelor's degree preferred.
- Familiarity with GAAP.
- Experience in a non-profit, social service, or trauma-related environment is a plus.
- Proficient in use of Excel and other Microsoft Office applications.
- Ability to utilize software and work with databases such as Quickbooks. Experience working with Paychex is a plus.
- Excellent verbal and written communication skills and interpersonal skills.
- Must be detail-oriented with the ability to organize and prioritize work.
- Must have reliable transportation.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of SSFS.

### **Compensation and Benefits**

The compensation for the position is \$18.50/hour for 20 hours/week. SSFS offers benefits including holidays; PTO; short-term long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, accident, hospital, vision, etc.

If you are interested in applying for the position, please email your resume to [careers@ssfs1.org](mailto:careers@ssfs1.org).

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at [www.ssfs1.org](http://www.ssfs1.org).