



POSITION DESCRIPTION

POSITION TITLE: Finance Assistant
SUPERVISOR'S TITLE: Finance Director
REVISED: August 2022

POSITION PURPOSE:

The Finance Assistant assists the Executive Finance Director in the financial management of PATH. The Finance Assistant is responsible for completing particular functions of financial practices, following PATH policies and procedures. The position reports directly to the Executive Finance Director. The main focus of this position is to provide support to the Executive Finance Director in all areas related to Accounts Receivable and Accounts Payable.

POSITION RESPONSIBILITIES:

Administrative:

- Perform organizational and financial administrative duties as requested by the Executive Finance Director
- Assist in preserving all organizational, grant and financial records
- Maintain organizational and financial accounts in all online systems/agencies
- Download, print and save monthly invoices & reports in all AR/AP accounts
- Make monthly online payments for AP and payroll tax liabilities
- Update organizational and financial information with state and federal agencies
- Assist Executive Finance Director with annual audit

Accounting:

- Aid in recording transactions (both AR and AP) in accounting software under the direction of Executive Finance Director and in accordance with grant requirements and restrictions
- Maintain numerous budgets within accounting software
- Comply with Financial Accounting Standards and Generally Accepted Accounting Principles
- Learn and adhere to the Electronic Code of Federal Regulations for federal award financial management
- Assist in the financial management of all awarded grant budgets under the guidance of the EFD and ED
- Assist in the preparation of reports for BOD Meetings as requested by Executive Finance Director
- Complete and maintain Blackbaud Financial Edge NXT certification

Invoicing:

- Create & send invoices for Positive Potential curriculum, student kits, programming, licensing, etc.
- Create & send invoices for ATIC & other event registrations

Banking:

- Make regular bank deposits as needed from donations, registrations, and other misc. income
- Assist in tracking down receipts and/or invoices for recording expenses
- Work in Paypal and Square accounts as requested by Executive Finance Director

ADDITIONAL RESPONSIBILITIES:

- Assist with the advertising and selling of NAP Tax Credits and receive and record those contributions
- Report to and work closely with the Executive Finance Director providing necessary documentation and input regarding budgeting, purchasing and fundraising.
- Other duties as assigned by the Executive Finance Director relating to organizational finances and financial policies and procedures

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QUALIFICATIONS:

- An associates degree or equivalent experience
- Knowledge of MS Office and Excel
- Knowledge of accounting software; preferably QuickBooks or Finance Edge NXT
- Nonprofit finance experience preferred
- Ability to effectively communicate the organization's mission to donors
- Excellent donor relations skills
- Solid organizational abilities, including planning, executing, and implementation
- Strong written and oral communication skills
- Excellent work ethic with a high degree of energy, integrity and attention to detail

TIME MANAGEMENT:

- Makes efficient use of work time to accomplish assignments as well as the ability to accept or respond to change in the work environment in a way that promotes the organization's goals
- Ability to delegate tasks; assisting in completing work in a timely manner to meet deadlines

TEAMWORK:

- Promotes effective working relationships and works effectively as part of the team to facilitate the meeting of organizational goals and objectives.

SAFETY:

- Responsible for following all organization precautions and procedures in the performance of all duties to ensure a safe work environment for self and others.

CONTINUING EDUCATION:

- Maintains credentials as required by certifying/licensing body.
- Participates in professional development and in-service programs as required by position.
- Stays current in all financial policies, procedures and best practices.

IMPROVING ORGANIZATION PERFORMANCE:

- Participates in improving organizational performance through involvement in quality improvement programs, as needed.

CUSTOMER SERVICE:

- Has knowledge and understanding of the organization's internal and external customer needs and is committed to meeting or exceeding those expectations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to see, sit, use hands and fingers, handle or feel objects or controls, and talk or hear.
- The employee must occasionally stand, walk, reach with hands and arms, stoop, kneel or crouch to perform copying, filing, and research and get necessary information from other departments and communicate on the telephone. The employee is occasionally required to lift and carry manuals, boxes, or other items weighing up to 10 pounds.
- Close vision and the ability to adjust focus are required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.