



POSITION DESCRIPTION

POSITION TITLE: AR/AP Administrative Assistant
SUPERVISOR'S TITLE: Executive Finance Director
REVISED: December 2022

POSITION PURPOSE:

The AR/AP Admin. Asst. assists the Executive Finance Director in financial management of PATH. The Finance Assistant is responsible for overseeing particular functions of financial practices, following all PATH policies and procedures. The position reports directly to the Executive Finance Director. The main focus of this position to oversee Accounts Payable and provide related reports and findings.

POSITION RESPONSIBILITIES:

Accounting:

- Aid in maintaining accounting software updates, work under the direction of Executive Finance Director in communications with Bapple & Bapple for monthly, quarterly and year end closeouts, work with Blackbaud Financial Edge) if/when problems arise.
- Adhere to Financial Accounting Standards and Generally Accepted Accounting Principles.
- Comply with all PATH, GAAP and FASB policies & procedures.
- Assist in the management of all awarded grant budgets under the guidance of the EFD, ED and Board Treasurer.
- Meet regularly with the Board Treasurer, Executive Finance Director, Executive Director and/or Finance committee for the purpose of reviewing monthly financials.
- Assist in the preparation of **Accounts Payable & Accounts Receivable** reports for BOD Meetings as requested by Executive Finance Director.
 - Assist in the review of **Accounts Payable & Receivable** with Executive Finance Director, Executive Director and Board Treasurer prior to Board meetings.

Invoicing:

- Create & send invoices for Positive Potential curriculum, student kits, programming, licensing, etc.
- ATIC & other event registrations
- Oversee donations, sponsorships, awards, etc. (Network for Good)
- Maintain accurate records of all income received
- Training for Positive Potential/QPR/ etc.
- Work in PayPal
 - Maintain account,
 - Enter transactions into QB (or designated financial software)
 - Run reports, reconcile PayPal to Financial Edge (or designated financial software)

Banking:

- **Make regular bank deposits as needed from donations, registrations, and other misc. income**

Financial Management of Awarded Non-federal Grants:**NAP:**

- Assist with the advertising and selling of NAP Tax Credits.
- Receive and record tax credit contributions.
- Enter contributions in online tracking system to IDR, submit semi and annual reports

Title V (State SRA), other local, state or foundation grants, and grant where PATH, Inc. maintains a Sub-awardee/Contractor status:

- Assist with the tracking of all non-federal grant expenses, maintaining receipts for reconciliation and submission for reimbursement under the directives of the Executive Finance Director.
- Create monthly invoices for reimbursement and submit report/invoice with all supportive documents in a timely manner as set forth in grant guidance:
 - Run reports,
 - Bill expenses based on budget narratives; factor in payroll adjustments, consult and stay within corresponding budgets
 - Timesheets, expense reports (for each week), receipts, calculate hours, enter onto invoice, save each document, print and scan

Note: According to the bylaws laid forth by PATH, Inc., only the Board President & Executive Director has the authority to enter into financial contracts or agreements. All leases, contracts and/or financial commitments should be approved by the board and signed by either the Board President or Executive Director. Maintenance and renewals of approved and signed contracts and leases may be approved by the Executive Finance Director.

ADDITIONAL RESPONSIBILITIES:

- Report to and work closely with the Executive Finance Director providing necessary documentation and input regarding budgeting, financial policy decisions, purchasing and fundraising.
- Other duties as assigned by the Executive Finance Director relating to organizational finances and financial policies and procedures

QUALIFICATIONS:

- A bachelor's degree or equivalent experience
- Transparent and high integrity leadership
- Three or more years nonprofit finance management experience
- Ability to effectively communicate the organization's mission to donors
- Excellent donor relations skills
- Solid organizational abilities, including planning, delegating of financial tasks
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong work ethic with a high degree of energy

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.