



Finance Assistant

Position: Full Time / Salary / Non-Exempt

Supervisor: Chief Financial Officer

SUMMARY: The Finance Assistant will participate in the agency's overall financial and administrative processes, mainly focused on all accounting processes and management of accounts (payable or receivable).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage, reconcile and submit payment requests for federal grants
2. Process agency payroll
3. Manage full cycle accounting duties.
4. Manage accounts payable.
5. Process accounts receivables, including donor gifts, booking in-kind, and posting grant invoices and receipts.
6. Prepare and process bank deposits.
7. Ensure accuracy in the general ledger.
8. Maintain printed and digital financial records.
9. Assist CFO with annual audit.

General Duties:

1. Adhere to Agency and Department policies and procedures
2. Participate in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree required, preferred in accounting or business-related field and /or commensurate three or more years of experience in multi-department bookkeeping.

COMPUTER SKILLS:

An individual should have knowledge of: Spreadsheet Software (Excel and Pivot Tables); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint).

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Advanced accounting and bookkeeping software experience; Sage Intacct experience desired.
- Federal Grant experience preferred.
- Excellent organizational, multi-tasking and time management skills.
- Compassionate, energetic and team focused.
- Veteran or military spouse preferred.

BENEFITS:

This position is full-time at 40 hours/week beginning immediately; hybrid work environment, flexible schedule available. Excellent PTO policy; 401K and subsidized medical, dental and vision benefits.

HOW TO APPLY:

A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls please. Selected candidate must pass a drug test and background check.