

# **Financial Assistant**

## **Family Connection Inc**

**Full Time: 32 - 40 Hours Per Week**

**Salary Range: 40,000 - 46,000 Annually**

### **Education And Experience:**

- Must possess or pursuing a degree in accounting or business or 1 -2 years work experience in a bookkeeping/accounting function.
- Quickbooks skills is preferred, including all normal accounting transactions, budgeting, and reporting.
- Proficient in Excel.

**Major Duties And Responsibilities:** The Financial Assistant is responsible for the preparation and maintenance of financial records and reports. The Financial Assistant provides financial support to the Executive Director through bookkeeping, payroll, banking and reporting services. Under the direction of the Executive Director, the Financial Assistant maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation, focusing on accuracy and transparency.

### **Specific Duties And Responsibilities:**

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance to GAAP.
- Process and pay all invoices in a timely manner. □ Receive and deposit all revenue.
- Assist with payroll processing.
- Prepare financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Assist with submitting documentation to Auditors in preparation of year-end audit and IRS 990.
- Support Executive Director in development and analysis of annual organization budget.
- Support Executive Director and Director of Programs in developing grant proposal budgets.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Conduct other duties as assigned by the Executive Director.

**Note: This job description is not an employment contract and Family Connection reserves the right to change the job description at any time.**

**To Apply:** email resume to: [susan@familyconnection-inc.org](mailto:susan@familyconnection-inc.org)