



Children's Council of Watauga County, Inc.  
Finance Assistant  
Job Description

Job Title: Finance Associate	Reports to: Finance Manager
Department/Activity: Administration	Classification: Non-Exempt
Supervises: None	Number of hours per Week: 20 - 40
Salary/Hourly Range: \$20.00-\$23.00/hour	

<p><b>Objective:</b></p> <p>The Finance Associate will provide important day-to-day financial support for the organization. This is a remote (home-based) position, but the employee will need to have occasional (at least once/week) easy access to the office in Boone, NC to pick up and drop off materials that cannot be scanned. This position is part-time, hourly and will report directly to the agency's Finance Manager. The ideal candidate will have bookkeeping and accounting experience and be comfortable performing the tasks outlined in the job description. Experience with fund accounting, government contracts and grants management and reporting, and with the Smart Start system are desirable.</p>
<p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Weekly processing of disbursement checks and other general ledger transactions in accordance with agency policies and procedures, including:             <ol style="list-style-type: none"> <li>a. Coding of transactions</li> <li>b. Posting of transactions to computerized general ledger (MIP Accounting software package)</li> <li>c. Preparation and maintenance of posted transactions records</li> </ol> </li> <li>2. Preparation of journal entries for cash receipts and expenditure transactions.</li> <li>3. Maintenance of chart of accounts and budget records in MIP as requested.</li> <li>4. Monthly reconciliation of bank accounts.</li> <li>5. Preparation of monthly benefits reconciliation.</li> <li>6. Preparation of monthly trial balance export file for transfer to NCPC.</li> <li>7. Semiannual preparation of Claim for Refund of Sales Taxes Paid.</li> <li>8. Preparation of annual Charitable Solicitation License.</li> <li>9. Annual preparation of report of information needed to prepare Forms 1099.</li> <li>10. Assistance as requested with year-end close, preparation for annual audit, and support to auditors.</li> <li>11. Maintenance agency inventory records.</li> <li>12. Maintenance of files of accounting transactions:             <ol style="list-style-type: none"> <li>a. Posted cash receipts transactions and supporting documentation</li> <li>b. Posted cash disbursements transactions and supporting documentation</li> <li>c. Posted journal vouchers and supporting documentation</li> <li>d. Payroll journals and other reports prepared by the outside payroll service are maintained separately by the Finance Director</li> </ol> </li> <li>13. Preparation of MIP reports as requested.</li> <li>14. Print final monthly actual/budget financial statements and file in current year binders.</li> <li>15. Filing and maintenance of the agency's financial files and documents.</li> <li>16. Assist FM in processing new hire paperwork and benefits enrollment.</li> <li>17. Monthly gathering and processing of timesheets, check for accuracy, confirm payroll entries and salary</li> </ol>

allocations math for ED approval, and track employee PTO.

18. Work with FM & ED to gather annual benefits information and quotes for budgeting.

19. Work with ED, FM, and program staff to develop annual budgets by running reports and providing historical financial data to support decision making.

20. Prepare line-item budgets annually for MIP entry and provide updates for amended budgets.

21. Annually review, update, and maintain the agency's financial/accounting policies.

22. Assist ED with contracts management, coordinate the pre-contracting and contracting processes for the agency.

23. Develop subcontracts for CC subgrantees within funding guidelines using established contracts templates.

24. Compile agency contract and grant related reporting.

25. Assist ED in developing financial reports and the presentation of information to the agency's relevant governing board and committees (monthly board reports, etc.).

26. Assist in the collection and organization of information requested by funders and auditors.

27. Provide necessary financial information to program staff in a timely manner, in preparation of grant applications.

28. Perform other duties as requested by the ED or FM to support the efforts of the agency.

#### Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific requirements:

1. Education and/or Experience: A degree in accounting or related experience or equivalent combination of education and experience, non-profit experience preferred. Bachelor's degree and work experience are a plus.

2. Contract management skills. Knowledge of bookkeeping and auditing functions.

3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

4. Highly organized, self-starter. Ability to set priorities, meet deadlines, follow-up and plan the workflow.

5. Knowledge of and experience with federal, state, and local government budget, finance and/or accounting procedures, including North Carolina state practices.

6. Detail-oriented with excellent organizational skills.

7. Effective communication skills with diverse populations.

8. Computer skills that include excellent spreadsheet and database and word processing skills. Ability to use or learn to use Email and Internet/intranet applications.

9. Ability to read, analyze, and interpret financial reports, professional journals, government regulations and legal documents. Ability to write reports and correspondence. Ability to answer questions posed by top management officials, public or community groups, and/or Boards of directors.

Certifications, Licenses: Valid driver's license preferred.

**Safety, Security and Confidentiality:** This position requires keeping complete confidentiality of agency and service provider financial records and information, all children's information, and protecting the confidentiality of all service provider and child care facility files and records.

**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 sit, talk, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**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.

An individual in this position will be exposed to conditions typical of an office environment.

The Children's Council of Watauga County, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_