



# Reach For Your Potential

**JOB TITLE:** Financial Director Assistant

**DIVISION:** Office Staff

**REPORTS TO:** Financial Director

**REVISION NO:** 11

**REVISION DATE:** 1/2/2018

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## **POSITION SUMMARY:**

The Financial Director Assistant is an important part of the organizational structure of the main office. This person must have a solid background in accounting and will be responsible for some of the day to day accounting activities of the organization. This person works closely with another Financial Director Assistant and the Financial Director.

## **ESSENTIAL JOB FUNCTIONS:**

- Input weekly payroll into QuickBooks.
- Complete wage verification forms for employees within 48 hours
- Assist in tracking benefit information for employees.
- Process employee benefits such as health and dental insurance and COBRA.
- Track all health insurance benefits options for all new and current staff required by The Affordable Care Act.
- Respond to employee questions concerning pay and benefits.
- Assist in coding and preparation of weekly time sheets for payroll entry.
- Assist in processing employee terminations in QuickBooks.
- Assist with inputting bills/deposits into QuickBooks.
- Maintain office petty cash: take requests, track money supply & obtain receipts.
- Assist with tracking vehicle repairs and work orders.
- Assist with completing monthly billing worksheet from census information and proof electronic billings to the worksheet.
- Maintain accurate tracking of all leases for apartments, houses, and offices.
- Assist with completing Medicaid fraud streamline verification checks once a month.
- Assist with other duties as assigned by the Financial Director, Program Directors and the Executive Director.
- Complete other duties as assigned.

## **JOB REQUIREMENTS:**

### **EDUCATION/ EXPERIENCE:**

Bachelor's Degree from an accredited college or university and one year of post-degree experience in the delivery, planning, coordination, or administration of accounting/bookkeeping services.



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## SKILLS:

- Self directed, highly motivated, reliable
- At least 1 year experience using QuickBooks or other computerized accounting software.
- Experience processing payroll transactions.
- Experience with Microsoft Office, especially Excel.
- Must be able to read, write and communicate effectively with members and staff.
- Needs to have a caring attitude and be supportive and encouraging to members.
- A driving record that qualifies you to drive agency vehicles is preferred; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

## EQUIPMENT TO BE USED:

Must be able to effectively operate computer and other office machines such as fax, calculator, and telephone.

## TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment.

## WORKING CONDITIONS:

Occasionally called upon to work overtime or odd hours. Typically works in an office setting, although may be called upon to work at a residential location.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name