



**Post Date: November 3, 2016**

**Position: Finance Assistant**

**Scope:** The Finance Assistant will expand the capacity, efficiency, and effectiveness of Transitions Family Violence Services grant activities through grant compliance and grant management. Finance Assistant will assist with handling the fundamental aspects of TFVS financial recordkeeping, including financial transactions, and processing accounts payable and receivable.

**Essential functions:** *(Essential functions may include but are not limited to the functions listed below.)*

- Review grant proposals and award documents to determine requirements and responsibilities of Transitions Family Violence Services as grantee or sub-grantee.
- Process purchase order requests, associate with grant budget and keep financial record
- Collect necessary statistics, data and information required to complete financial grant reports
- Make recommendations for new or modified Transitions' policies and procedures to ensure compliance with grants.
- Assist with check writing, to include Payroll, State and Federal Tax Deposits, benefits, all Accounts Payable relating to Transitions and client services, and all related records.
- Assist with deposits of funds into the appropriate accounts
- Provide clerical and administrative support to management as requested
- Produce required financial reports for Board meeting in a timely manner.
- Attend meetings as requested.
- Assist with preparation of documentation for the annual audit.
- To assist other administrative personnel with financial reports, correspondence, filing, mass mailings, schedules, updates and agency forms as necessary
- Purchase supplies and equipment as authorized by management
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Comply with the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the Director of Finance and Administration.

**Other Functions:**

- Other duties as assigned.
- Participate in ongoing professional development and training

**Educational Requirements:**

- Associates degree in Accounting or Business Administration or equivalent business experience  
Knowledge of Bookkeeping and Generally Accepted Accounting Principles
- 2-4 years' experience in working knowledge of accounting software
- 2- 4 years' experience in working knowledge of state and federal grant monitoring and reporting

**Required Knowledge, Skills and Abilities:**

- Strong organizational skills
- Knowledge of accounting and reporting software
- Excellent communication and relationship building skills
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Ability and capacity to identify trends and concerns and offer advice to the Managing Director as he/she believes prudent on a pro-active basis
- Strong oral and written communication skills
- Ability to work without daily supervision and to manage time effectively
- Knowledge of and experience working with clients/families in crisis.
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgment and discretion in working with clients.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

**Terms:** This position is a 20 hour a week, non-exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

**Application Process:** Submit resume and cover letter to [holson@transitionsfvs.org](mailto:holson@transitionsfvs.org) . Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.