

Finance Department Assistant

Purpose:

The assistant in the Finance Department will serve as support to the finance team with a primary responsibility for online sales.

Hours: 20 hours per week

Reports to: Finance Manager

Responsibilities:

1. Process, reconcile, and post weekly online transactions for online sales accounts.
2. Provide assistance with weekly non-charitable deposit processing.
3. Provide assistance with weekly charitable deposit processing.
4. Process and record monthly Fixed Asset acquisitions and depreciation in the accounting software.
5. Assist Finance Manager in month-end responsibilities regarding online transactions.
6. Assist with semi-annual distribution of contribution statements.
7. Assist Finance Manager in preparation for/completion of the annual audit.

Qualifications:

1. Previous bookkeeping experience preferred.
2. Proficient in Excel.
3. Excellent organizational skills and attention to detail.
4. Ability to maintain confidentiality in regards to personnel and financial matters.
5. Effective written and interpersonal communication skills.
6. Commitment to the vision and staff of Bell Shoals.