



## FINANCE SPECIALIST

### **POSITION PURPOSE**

Under general supervision, performs a range of fiscal functions regarding accounts payable, payroll and accounts receivables functions. Duties will vary among the essential functions depending upon work priorities as established by supervisor. The Finance Specialist reports to the Finance Director.

### **ESSENTIAL DUTIES**

- Accurately codes, batches and posts financial data, including payroll data, in a timely manner
- Maintains accurate physical and electronic files; saves electronic files and stores physical files in the correct locations
- Assures compliance with payment terms and conditions regarding invoices and reimbursements
- Assists with processing of year-end tax forms such as W-2's and 1099's
- Assists in preparation of invoices to funding sources, clients or other entities
- Assists in the month-end, quarter-end, and year-end closing process
- Assists with accounts payable process, including accurate coding, batching and posting of invoices and reimbursements; verifies proper back-up documentation, appropriate expenditure approval, and payment status of same
- Assists in payroll process by accurately calculating and entering time sheets and reviewing payroll registers prior to the printing of paychecks; performs payroll verification processes and end of pay period reports and closing
- Accurately participates in check generation process including obtaining correct authorizations; transmits data to run physical checks and electronic fund transfers
- Assists in accounts receivable functions, including entering receipts and posting revenues, and account reconciliation
- Assists with banking tasks, such as preparing deposits, investigating check status and banking statement errors
- Assists in maintaining updated inventory list of Changing Tides Family Services Equipment, including making physical inspections
- Accurately posts information to ledgers, journals and reports; totals and balances figures; proof reads data for accuracy and makes corrections as required; selects correct fund or distribution table for allocations
- Prepares journal entries, periodic reconciliations of various ledgers, and performs expense analysis upon request
- May perform assigned duties as part of the administration of the Child Care and Adult Food Program including maintaining financial records, generating program reports, processing provider checks, and assisting in year-end and program audits
- Effectively communicates relevant fiscal information, including and observed errors and inaccuracies, to supervisor

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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- Collaborates with Human Resource Director or designee regarding new and exiting employees, leaves of absence, medical insurance premiums, and retirement plan contributions
- Enters employee, vendor, and customer data accurately into accounting software
- Responds to inquiries regarding parent fee statements and vendor statements
- May prepare payroll taxes, quarterly payroll reports, and DE-34's
- May conduct transactions as directed via electronic transmission, including uploading reports and files such as check fraud prevention files
- Performs various administrative services and other functions as directed, including front desk support, mail runs, and local trips to purchase supplies
- May process a variety of payroll-related liabilities
- May serve as backup for safety activities, including inspections
- Effectively uses a personal computer for data entry, word processing and creation of spreadsheets to maintain accurate financial records and generate reports
- Communicates in a professional manner to staff, management, clients and vendors
- Maintains effective working relationships with those contacted in the course of work
- Exercises sound independent judgement within established procedural guidelines
- Effectively prioritizes work tasks and communicates with supervisor regarding progress
- Using correct English grammar and spelling, prepares correspondence, e-mails, and brief reports
- Maintains confidentiality regarding data encountered in the course of work
- Complies with Changing Tides Family Services Personnel Policies and other formal guidelines and policies

#### **DESIRABLE EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills outlined above is an AA degree with coursework in accounting and two years of bookkeeping experience, or three years of progressively responsible fiscal experience, preferably in a nonprofit agency, school district or governmental entity.

#### **REQUIREMENTS**

- Flexibility to work occasionally during the evenings, weekends, or early mornings
- Ability to use a calculator, or keyboard pad, at the minimum speed of 80 strokes per minute
- Ability to sit in front of a computer for extended periods of time
- Ability to pass a fingerprint clearance at the DOJ and FBI level
- Ability to demonstrate eligibility to work in the U.S.
- Valid California driver's license, access to a vehicle for work, current auto insurance