

JOB DESCRIPTION FOR ASSISTANT FINANCIAL OFFICER

I. GENERAL STATEMENT OF RESPONSIBILITY

Under the general supervision of the Finance Director, The Assistant Financial Officer is responsible for: 1) maintenance of general bookkeeping records. 2). Prepare vendor billing, check requests, and other financial obligations of the organization for payment. 3). Assist the Finance Director with forms, reports, and other documentation necessary for compliance with local, state, and federal regulatory requirements related to grants received by the organization. 4) Assist the Finance Director in budgeting and forecasting and reporting related to planning by executive staff and governing body. 5). Payroll preparation and the preparation of payroll reports.

II. QUALIFICATIONS

- A. Education: B.A. with accounting background preferred, high school diploma or equivalent mandatory.
- B. Experience: Experience in general bookkeeping, Non-profit accounting a plus.

III. PERSONAL QUALITIES

The person holding this position must have acceptable communication skills. They must have the ability to organize time and tasks; be willing to accept responsibility and have the ability to act with good judgment under stress. They must be able to be accepting of other's life styles, philosophies, and status without making value judgments. They must enjoy working with people. They must be able to work without direct supervision. They must have a Texas driver's license and be insurable with the agency's insurer.

IV. POSTION CLASSIFICATION

Full time – Non-Exempt

V. DUTIES

- A. Maintain vendor files, audit vendor invoices and other payment requests and prepare for payment.

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- B. Separate checks and mail, file copies of checks with documentation
- C. Reconcile vendor statements
- D. Monitor CEAP files uploaded to the financial system and prepare checks as due date approaches for clients
- E. Assist Finance Director with budgets and forecasts spreadsheets
- F. Prepare accounts payable checks and arrange for check signers each week.
- G. Prepare and submit deposits electronically daily
- H. Upload the direct deposit file to the bank and transfer cash to payroll to cover expenses each payroll process
- I. Assist and help prepare for audits and monitoring.
- J. Prepare and submit reports for funding sources or other agencies as required by the Finance Director
- K. Prepare and submit reports to staff as communicated by Finance Director
- L. Participate in any planning or assessments as the need arises.
- M. Assist the Finance Director in maintaining the financial procedures manual and preparing policies
- N. Maintain and coordinate insurance records
- O. Receive time sheets; verify for accuracy of time computations and propriety of approvals;
- P. Enter and run payroll information; run payroll reports; prepare payroll reimbursement for pay period; compute payroll taxes for pay period and make electronic tax payments in timely manner;
- Q. Reconcile deductions and benefits to Insurance bills and retirement invoice and submit for payment
- R. Any other duties assigned

VI. SUPERVISORY DUTIES

None

VII. IMMEDIATE SUPERVISOR

Finance Director

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