

Job Description

Job Title: Finance/Data Assistant
Dept.: Finance/Development
Reports to: J.Wetter/F.Roen
FLSA Status: Non-exempt

Prepared by: Dr. Heather Huseby
Approved by: J.Wetter,H.Huseby
Date: 1/22/2012

Basic Function: Assists finance area with basic accounting functions, including: accounts payable, filing, check requests, vendor files, petty cash, check-receipt process; assists fund development area with data entry into donor software program.

Responsibilities

1. Process all vendor invoices and check requests
2. Resolve invoice discrepancies and respond to vendor inquiries
3. Match receipts to credit card and debit card statements
4. Match receipts to check requests and petty cash requests and track missing receipts
5. Maintain vendor files
6. Disburse petty cash and bus cards to staff
7. Data entry of contributions into donor database
8. Process thank you letters/receipts from donor database
9. Participate as member of finance – development staff team, attend meetings, as assigned
10. Assist with other projects as needed

Skills

1. Ability to apply basic accounting principles to tasks
2. Ability to work effectively in a team environment
3. Ability to communicate effectively, positively, professionally with diverse staff, administrators
4. Strong computer skills knowledge and application
5. Ability to multi-task
6. Attention to detail, commitment to accuracy
7. Strong problem solving skills
8. Knowledge xcel, outlook, word perfect, donor database
9. Organized
10. Good verbal and written communication
11. Commitment to professionalism, confidentiality
12. Ability to operate in a complex, fast-paced, multiproject office environment
13. Ability to handle questions, interruptions
14. Ability to perform accurate data entry of contributions into donor database; merging and mailing donor acknowledgements

Education and Training

1. Associates degree or equivalent
2. 2+ years accounts payable experience
3. Knowledge of basic accounting principles
4. Proficient in 10-key and data entry
5. Experience with donor perfect, Raiser's Edge preferred

Experience

1. 2+ years accounts payable experience preferred
2. Experience database entry, letter/receipt preparation
3. Experience providing basic accounting assistance
4. Experience basic problem solving in basic bookkeeping functions
5. Experience filing, receipt-invoice matching, completing work on time
6. Experience in nonprofit administrative office setting preferred

Hours: 20-25 per week

Wages: \$15-18 per hour; nonexempt

Benefits: Prorated

Submit letter of application and resume to: J.Wetter @ Jamie.wetter@cliftonlarsonallen.com; no phone calls. Application deadline: February 7, 2012 or until filled.