



## **Finance Clerk**

### *Job Description*

#### **Part-time Position (20 to 25 hours per week)**

**Reports To:** Finance Manager or Executive Director

**Organization Membership:** Support Team

**Starting Compensation Range:** \$15-\$17 per hour

**General Duties:** To promote the mission of the Big Buddy Program through the effective management of the program's finances, completing grant financial reports, and leading staff in maintaining processes and systems which return accurate financial reporting.

#### **Specific Duties Include:**

##### *Financial Management*

- Process purchase and reimbursement requests and ensure that correct procedures are followed and required documentation is submitted.
- Manage account payables and receivables.
- Document deposits made.
- Assist Finance Director in creating updates and reports for specific accounts and/or grants.
- Copy timesheets and pay checks and distribute to necessary departments.
- Work on miscellaneous projects as requested by Financial Manager or Executive Director.
- Maintain all procedures for updating the financial information listed above in the systems provided.

##### *Administrative Management*

- Accurately document and maintain records on employee sick leave, vacation days and compensatory time earned and taken.
- Maintain complete hire packets, personnel files, timesheet folders and vendor files.

##### *Grant Information Management*

- Process, catalogue, file, and organize all grant-related purchases and information for reporting purposes.
- Follow established procedures for maintaining grant files and achieving a grant organization system.
- Contribute to the written documentation to update grant management handbooks.

#### **Knowledge and Skills Requirements**

- Obtained or working towards a 4-year degree from an accredited college or university in Accounting, Business Management, Finance or other related field.
- Minimum of 2 years' experience working as a bookkeeper, financial officer, or in another financial related management field.
- Extensive knowledge of Microsoft Excel, Word and PowerPoint and working knowledge of financial management software (i.e. QuickBooks).



- Strong organizational skills
- Effective communication skills
- Detail-oriented and ability to work in a fast-paced environment
- Self-motivated
- Ability to demonstrate, through previous job experience, successful implementation of procedures that assisted with operational efficiency.

**Potential Applicants send Cover Letter and Resume to:**

**[bigbuddy@bigbuddyprogram.org](mailto:bigbuddy@bigbuddyprogram.org)**

**Please include "Finance Clerk Applicant" in the email subject line.**