

# Finance Assistant

Under the direction of the Controller, the Finance Assistant is responsible for the daily accounting functions for the Finance department.

## **Responsibilities/Duties:**

- Prepares all accounts payable invoices and ensures accompanying purchase orders are complete and ready for entry into accounting software;
- Maintains accounts payable files;
- Processes all accounts payable checks in accordance with applicable invoice due dates;
- Custodian of the operating account check supply;
- Maintains and tracks cash flow of the operating, payroll and Athena checking account registers;
- Retrieves and processes mail daily from CHP post office box and main campus postal box and distributes mail to the appropriate Stockbridge Road campus locations;
- Makes bank deposits at local bank branch;
- Acts as custodian of Administrative petty cash and postage supply;
- Reconciles Administrative petty cash on a monthly basis;
- Verifies program manager reconciliations of program petty cash and cash drawers;
- Records insurance receivable entries in accounting software for both the operating and clearing accounts;
- Approves transfers of funds from clearing account to operating account as needed;
- Maintains agency inventory spreadsheet with associated costs and performs semi-annual physical inventories at each site;

## **Knowledge and Skills:**

- Strong analytical skills with attention to detail
- Proactive, independent and energetic about problem solving
- Ability to read, analyzes, and interprets financial reports and legal documents; ability to respond to common inquiries or complaints from vendors and regulatory agencies
- Excellent time management skills
- Strong interpersonal skills with a highly team-oriented approach
- Good punctuation, spelling, grammar and attention to detail a must
- Strong computer skills; knowledge of Word, Excel and accounting software

## **Education/Experience:**

- Associates degree or min 5 years equivalent work experience in a related field
- Prior experience in finance or bookkeeping

**Position:** full-time; benefits eligible

**Location:** Great Barrington, MA

**Compensation:** Salary is commensurate with experience.