

JOB TITLE: Finance Assistant
REPORTS TO: Controller
DEPT: Finance

STATUS:REG/FT/N-509
SCHEDULE: Mon–Fri
UPDATED: February 2019

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

This position will assist with the day-to-day task in our Finance department with donor processing, accounts payable, accounts receivable, and expense reports. The Finance Assistant’s purpose is to support the Controller of Springs Rescue Mission (SRM) with an integral role of maintaining account information.

DUTIES & RESPONSIBILITIES:

- Assists with daily donor processing including on-boarding a new system
- Manages accounts payable and accounts receivable daily
- Reviews all invoices and expense reimbursement requests for appropriate documentation and approval prior to payment
- Assists with completing and on-going monitoring of A/P vendor process monitor
- Facilitates communication with vendors when A/P or A/R issues arises, and problem solves in order to reach resolution
- Supports Controller in preparation with audits and End of Year process.
- Provides office support such as making copies, faxing, returning A/P phone calls, scheduling meetings, and sending out bill payments
- Works collaboratively and effectively with departmental staff to achieve departmental goals and maintain associated standards
- Supports departmental projects as assigned
- Supports proper training and recognition of volunteers for their partnership with Springs Rescue Mission and engages them in meaningful work that leverages volunteers as a resource.
- Other duties as assigned

EDUCATION/EXPERIENCE

- Associate degree in Finance, Business or related field required
- 1-2 years of finance experience or any equivalent combination
- Bachelor’s Degree in finance, Accounting or Business Administration preferred.
- Previous experience with donor processing preferred

SKILLS AND QUALIFICATIONS:

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM’s Statement of Faith

- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs.
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Compassion for the homeless, addicted, and mentally ill with ability to sign SRM statement of faith
- Experience with Microsoft Word, Excel and other spreadsheet applications, Outlook, and accounting software
- Good reading comprehension skills, able to analyze content and suggest/take action accordingly
- Good writing skills, primarily technical or instructional in nature
- Strong math skills, able and willing to perform mathematical computations with high degree of accuracy and handle reconciliation responsibilities as assigned
- Highly organized, with great attention to detail
- Computer knowledge and experience using Microsoft Excel and other accounting and data input software.
- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines
- Good interpersonal skills; able to explain processes clearly and thoroughly, patient and diligent in maintaining order and standards and in achieving resolution
- Ability to maintain a high level of confidentiality

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Requires sitting for extended periods of time – *continuously*

Requires use of fingers and hands; fine motor skills – *continuously*

Climb stairs daily to office

Move between SRM buildings – *occasionally*

EQUIPMENT/TOOLS USED:

- Computer
- 10-key
- Calculator
- Phone
- Fax
- Copier/Scanner