

**NELSON COMMUNITY SERVICES
JOB DESCRIPTION**

JOB TITLE: Finance Assistant
Classification: Non-Management/Excluded
Effective Date: January 2015
Last Updated: July 2020
Reports to: Finance Manager
Job Summary: The Finance Assistant is responsible for providing a variety of bookkeeping services.

Duties and Responsibilities:

1. Processes accounts payable invoices, posting to the general ledger, and filing related documentation; maintaining up-to-date suppliers' records.
2. Performs a variety of other bookkeeping duties from time to time, as assigned by the Finance Manager, which may include tasks such as payroll, reconciling bank statements, processing accounts receivable, bank deposits, compiling financial and statistical data, etc.
3. Maintains total confidentiality of privileged agency information.
4. Attends regular supervision with the Finance Manager, including the development of an annual performance review and training plan.
5. Performs other related duties as assigned by the Finance Manager.

Qualifications:

Education and Training

Office Administration – Bookkeeping Certificate or post-secondary bookkeeping courses for non-profits or small business, plus minimum of one year recent related experience, or the equivalent combination of education, training and experience.

Job Skills and Abilities

1. Competent in the use of Sage 50 accounting software.
2. Ability to operate personal computer and other office equipment.
3. Excellent organizational and time management skills.
4. Ability to carry out the duties of the position with independence and accuracy.
5. Ability to communicate effectively orally and in writing, and to work collaboratively with others.
6. Ability to respond effectively and professionally to others' inquiries.

Additional Information:

This position is a .20 FTE (7 hours per week) and duties must be performed on Fridays of each week.