



Finance Administrative Assistant – Job Description

Position Summary

The Finance Administrative Assistant provides essential administrative and clerical support to the organization's finance department, ensuring accurate financial records and smooth day-to-day financial operations. This role supports accounts payable and receivable, financial reporting, and general administrative functions while maintaining a high level of accuracy, confidentiality, and professionalism. This position is part time up to 20 hours per week.

Organizational Culture & Values

Our organization is grounded in the values of **teamwork, integrity, respect, making a difference, optimism, inclusion and belonging, and prioritizing people**. The Finance Assistant embodies these values by maintaining accurate and confidential financial records, supporting transparent and ethical financial practices, and collaborating closely with colleagues to ensure the organization's resources are managed responsibly in service of our mission.

Key Responsibilities

Financial Operations & Data Management

- Record daily financial transactions, including purchase entries and cash/check receipts, into accounting software.
- Support accounts payable and receivable processes, including processing invoices, managing purchase orders, and preparing supplier payments.
- Reconcile bank statements with organizational ledgers and assist in identifying and resolving discrepancies.
- Process employee expense reimbursements in a timely and accurate manner.

Reporting & Compliance Support

- Assist Finance Director in the preparation of monthly financial statements, balance sheets, and budget reports, when needed.
- Support finance staff with data collection and documentation for audits, grants, and compliance requirements.
- Research financial regulations and organizational requirements as needed to support compliance and reporting accuracy.

Administrative & Office Support

- Provide general administrative support, including answering phones, filing financial documents, managing mail, and maintaining organized records.
- Support office operations such as paper recycling and document management and other office tasks as needed.

Collaboration & Communication

- Work closely with finance staff and internal teams to support accurate financial processes.
- Communicate professionally with vendors and staff regarding invoices, payments, and reimbursements.
- Handle sensitive and confidential financial information with discretion and integrity.

Qualifications

- Prior finance-related experience required.
- Proficiency in Microsoft Excel and familiarity with computerized accounting systems.
- Strong accuracy and organizational skills to maintain data integrity.
- Ability to perform basic calculations, cost allocation, and simple financial analysis.
- Ability to adapt to changing priorities and assist in the implementation of changing financial regulations as needed.
- Strong written and verbal communication skills and ability to work collaboratively across teams.

Core Competencies

Financial Data Accuracy & Recordkeeping • Organization & Time Management • Confidentiality & Professional Integrity • Communication & Collaboration • Flexibility & Problem Solving

Reporting Structure

Reports to: Finance Director

Supervises: None