Finance Assistant

Approved: September 18, 2023

Reports to: Business Manager

Job Summary:

The Finance Assistant is a full time position that works under the general supervision and direction of the NWSWD Business Manager and is responsible for day to day tasks in the areas of accounts receivable, accounts payable, data collection, payroll processing, and other assistance as needed.

ESSENTIAL FUNCTIONS:

1. Assist in the preparation and maintenance of the financial records of the District, including:

a. Accounts payable

b. Accounts receivable

c. Member Town records

d. Disbursements (expenses)

e. Grants

f. Payroll

g. Revenues (income)

h. Prepare/obtain documentation for contracts, agreements, and RFPs

1. Assist in the Preparation of Financial and other Reports as directed, including:

a. Reports to the Executive Director or Business Manager of works in progress

b. Reports for the Staff on various District programs

c. Reports for the Board of Supervisors, including meeting minutes

1. Performs various administrative and operational duties, including:

a. Typing of general communications, emails, etc., as requested

b. Managing files so that information can be readily obtained

c. Processing incoming and outgoing mail.

d. Assist with office reception duties.

1. Assist with the acquisition of, and maintenance and repair of office equipment, and supplies.
2. Assist the Board of Supervisors, the Executive Director, and other staff members as requested and directed.
3. Assist with the preparation and planning for District activities.
4. Communication and coordination with District partners.

KNOWLEDGE AND EXPERIENCE:

1. Strong personal commitment to the mission, vision, and goals of the District.
2. Associate degree in business, accounting, related field and/or two years experience in a finance related position.
3. Experience with Quickbooks a plus.
4. Ability to handle competing priorities and proven ability to be organized, detail oriented and accurate.

WORKING CONDITIONS:

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc)

Flexible schedule while being Mindful of NWSWD Deadlines.

Full time schedule 35-40 hr/week.

Starting Pay scale $17-$21/Hr.

Benefits included.