

## EMPLOYMENT OPPORTUNITY

### Finance Specialist

The specialist will perform accounting duties in line with the business objectives of Community Action. The specialist will provide support to the finance team as a whole and assist in developing, recommending, and implementing solutions that support continued efficiency.

This is a full time position at 40 hours per week.

#### **JOB DUTIES INCLUDE:**

1. Responsible for accurately entering Accounts Payable data; verifying approvals and distribution codes prior to processing.
2. Coordinate credit card assignments, audit and process credit card receipts and bills.
3. Responsible for Accounts Receivable payment processing and importing records of donated funds.
4. Banking and making deposits
5. Assist Coordinator as needed with annual W2s and 1099s.
6. Assist with Annual A133 audit and grant monitoring's, including pulling required documents.
7. May respond to vendor and staff accounting inquiries.
8. Process checks: distribute printed checks, tear off stubs, attach to backup, and file as needed.
9. Assist Coordinator with pulling documentation for grant invoicing.
10. Filing of financial documents.
11. Provide general support as needed to all financial functions and staff.
12. When necessary, provide general administrative support services.
13. Participate in agency trainings and meetings as required.
14. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- High School Diploma or GED/HSE minimum required.
- Associate Degree in Finance/Business or related field preferred.
- 2 years of Accounts Payable & Accounts Receivable experience.

Or a combination of education and experience providing the knowledge, skills, and abilities to perform the work.

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

##### **Skills and Abilities**

- Must be dependable, reliable, and possess a strong ability to adapt to any situation.
- Ability to maintain confidentiality of sensitive information.

- Understand basic math and accounting concepts.
- Strong organization and time management required, with ability to multi-task.
- Ability to work independently, and as a team member; self-motivated.
- Demonstrated knowledge and experience with integrated computerized accounting systems, including general ledger and payroll system.
- Proficient in Microsoft office Suite software applications including Excel, Word, and Outlook; additional software applications include Abila/MIP, and ACH.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

## COMPENSATION AND BENEFITS

Starting Wage Between: \$18.78 - \$20.74 per hour (DOE)

Benefits include:

- Medical & Dental Insurance (including Rx and Vision)
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Vacation and Sick Leave
- 13 Paid Holidays per year
- Health club discounts

*(Community Action reserves the right to modify, amend, or terminate any benefit at any time for any reason.)*

## TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application\* (2) Resume (3) Letter of Interest.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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*\*Application forms and job announcements are available at the above address and also at our website, [www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org).*