



## Finance Program Specialist

**Reports to:** Senior Director of Finance & Admin

**Supervisory Responsibility:** None

**Position Classification:** Full Time, Non-Exempt, Hourly

**Position Description:** Responsible for maintaining organization's day to day financial and accounting transactions and proper financial reporting in financial, recipient and donor software.

**Position Skills & Qualifications:**

- Degree in Accounting or Finance
- 1-2 years of experience
- Excellent verbal and written communication skills
- Computer proficiency
- Strong organizational skills
- Bilingual (Spanish and English) preferred, but not required
- Mission driven and team oriented

### Specific Duties and Responsibilities:

- Accounts Receivable (Recipients and Partners):
  - Weekly posting and reconciliation of recipient payments, recipient contributions, and partner payments
  - Invoicing and account reviews for recipients (monthly) and partners (weekly)
  - Maintain Long Term Care/Medicaid Waiver insurance recipient accounts, authorizations, monthly claim filing and follow up
- Accounts Payable:
  - Weekly preparation of payable packet, Quick books input and overseeing check signing and mailing
  - Review of vendor statements and required follow up
  - Maintaining vendor electronic files
  - Responsibility for assuring office credit card accounts are properly documented, approved, and paid in a timely fashion.
- Donations:
  - Responsible for input of all donations into donor software on a bi-weekly basis.
  - Printing of donation reports and donor thank you notes
  - Assist with accounting related to annual Nourish The Homebound Breakfast fundraiser
  - Management of third-party donor platforms
  - Completion of required documentation and follow through for matching gifts
- Financial:
  - Daily processing and reconciling credit card payments for recipients and donors
  - Responsible for assuring all bank deposits (remotely or in person) are made in a timely manner.
  - Weekly posting all financial information into Quick Books

- Provide support for annual financial audit and tax return
  - Assist with annual budgeting process
  - Assist with monthly financial statement review and analysis
  - Reporting for restricted grant funding
- 
- General:
    - Responsible for working with staff to assure monthly completion of Key Operating Indices
    - Maintain Petty Cash, Gift Cards, Office Stamps inventory, accounting for and monitoring usage
    - Assist with maintaining accounting records in electronic format
    - Assist with fielding daily office calls regarding daily meal delivery, volunteer hub access, scheduling, service hours, etc.
    - Maintain a working knowledge of all office software; QuickBooks, SERV tracker, ETapestry
    - Be a positive team member for MOW and actively participate in MOW functions as requested
    - Other duties as assigned by Executive Director or Senior Director of Finance & Admin.