



## JOB ANNOUNCEMENT

### FINANCE ASSISTANT

Title: Finance Assistant  
Supervisor: Finance Coordinator  
FLSA Status: Non-exempt  
Position Status: Part Time, up to 30hrs p/week  
Location: Oakland, CA  
Effective Date: 12/16/16

#### POSITION SUMMARY

Under the supervision of the Finance Coordinator, the Finance Assistant will support the Finance Coordinator with Accounts Payable and general accounting duties.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

##### ACCOUNTS PAYABLE RESPONSIBILITIES

- Support the Finance Coordinator with coding, data entry and filing of accounts payable
- Assist Executive Director with monthly reimbursement processes
- Communicate with all staff to secure appropriate back-up

##### INVENTORY

- Monitor equipment inventory
- Label incoming equipment and reconcile regularly
- Process purchase of mobile devices

##### OTHER RESPONSIBILITIES

- Support Finance Coordinator with Conference Revenue
- Support Finance Coordinator with Network accounting
- Support Finance Coordinator as requested
- Maintain open and constant communication with the Finance Coordinator regarding any issue or concern that arises.

*Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.*

##### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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#### LANGUAGE SKILLS

Ability to read and interpret documents such as credit card statements and other financial documents. Ability to write routine reports and correspondence. Ability to speak effectively in English and Spanish to contractors, members of the general public, or employees of organization.

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#### MATHEMATICAL SKILLS

Ability to add and subtract two (2) digit numbers and to multiply and divide with 10's and 100's. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

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#### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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#### COMPUTER SKILLS

Proficiency in accounting software, experience with QuickBooks is a plus, MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers.

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#### CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

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#### KNOWLEDGE & OTHER ABILITIES

- Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.
  - Knowledge of correct English usage and grammar.
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#### CORE COMPETENCIES

- Able to establish and maintain effective and collaborative working relationships with co-workers, public officials and the general public.
  - Able to pay high attention to detail.
  - Able to effectively work with overlapping projects and deadlines.
  - Adaptable and reliable in the face of conflict, crisis, or changing priorities.
  - Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, , timeliness, cost-effectiveness, accuracy, and results.
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#### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will sit, talk, hear and use hands to finger, handle or feel up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

#### WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

#### TRAVEL REQUIREMENTS

Travel to the annual conference once a year.

**PLEASE SEND COVER LETTER AND RESUME TO BERENICE GUZMAN, [BERENICE@VISIONYCOMPROMISO.ORG](mailto:BERENICE@VISIONYCOMPROMISO.ORG)**