



JOB ANNOUNCEMENT

FINANCE ASSISTANT

Title: Finance Assistant
Reports to: Accounts Payable Coordinator
FLSA Status: Non-Exempt
Starting Wage: Commensurate with experience
Position Status: Full time
Effective Date: September 2021

Visión y Compromiso (VyC) is dedicated to improved community well-being by supporting promotores and community health workers (CHWs). Trusted community leaders, promotores are deeply rooted in their desire to transform their communities into healthier places where all residents can live a healthy and dignified life. VyC is the lead agency in California providing culturally and linguistically relevant training, workforce development, leadership opportunities, and advocacy on behalf of promotores and CHWs as integral to community well-being. The VyC vision, *Hacia una Vida Digna y Sana* (A Healthy and Dignified Life for All), reflects its work to improve economic and health equity for underrepresented communities by enhancing promotores' capacity to serve their community. VyC strengthens the ability of communities to identify issues of concern, confront barriers, propose locally defined solutions, inform policies, change organizational practices, and improve individual and community health.

As a national non-profit organization and a leader in the field of community health, VyC seeks a full-time Finance Assistant to work remotely as part of a growing Finance Department supporting Vision y Compromiso. We are in search of an experienced Finance Assistant who is enthusiastic about working for a rapidly expanding nonprofit organization. The Finance Assistant will be responsible for supporting the AP processes including purchasing, data entry, analyzing information with great attention to detail and will provide general support to the Finance Department as needed.

Candidates will be required to have a minimum of 3 to 5 years working in accounts payable or purchasing. An educational background of an Associate's degree in Finance, Accounting or Business Management is highly desired. Commensurate experience will also be considered. A solid understanding of bookkeeping and accounting principles is a must. The preferred candidate will have the proven ability to calculate, post, and manage accounting figures and financial records as well as data entry skills with the ability to analyze information. A high degree of accuracy and attention to detail is required. Customer service orientation and negotiation skills are desired as well as hands-on experience with spreadsheets (Excel) and accounting software (Quickbooks Online, Sage IntAcct preferred). Non-profit experience preferred but not required. Flexibility to work as team will be needed. A bilingual candidate (English and Spanish) is highly desirable.

Applications will open September 16, 2021 until the position has been filled. Please submit a cover letter, resume and any questions to Maira Gallardo via email (gallardomaira@visionycompromiso.org). Submissions will be reviewed immediately.

